

Add/Drop Form

ID # - -

TERM: _____

NOTE: Internships, independent studies, arranged courses, teaching assistants, and field experiences cannot be ADDED using this form.

Please use a Special Course Registration form for these courses.

Read and follow instructions carefully:

1. Complete student ID, term, name, and date sections; circle ADD or DROP; list the course information and credit
2. Instructor signature is required beginning the first day of the semester
This form is not complete until all required signatures have been secure
3. Return the completed form personally for immediate processing to the Registrar's Office between 8:30 am and 4:00 pm, Monday through Friday, or by appointment **Forms will not be accepted through the mail.**
4. For students receiving financial aid, dropping below 12 credits during the refund period (first 5 weeks of class) or below 6 credits any time, has implications. Please contact the Financial Aid Office or Registrar's Office for details. Veterans, athletes, international, and probationary students should be aware of guidelines affecting their course loads
No changes will be made to your schedule until this form is completed and returned to the Registrar's Office.

Name: _____ Date: _____

Print your name legibly.

| Circle | CRN | Dept | Course Number | Section | Cr | Instructor signature required beginning the first day of the semester | Date | For Office Use Only |
|----------|----------------------|-------------------------|-------------------------|-------------------------|----------------------|---|------|---------------------|
| ADD DROP | <input type="text"/> | -- <input type="text"/> | -- <input type="text"/> | -- <input type="text"/> | <input type="text"/> | | | |
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Advisor signature: _____
Required for all add/drop activity. Date

Michele Meyer
Director, Student Success _____
Signature required if advisor is unavailable. Date

Dr. Rick Fairbanks
Academic Dean _____
Signature required if advisor and/or Director of Student Success are unavailable to sign above. Date

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| Registrar's Office Use Only |
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