

# DROP/ADD FORM

STUDENTS NAME: \_\_\_\_\_

MAJOR: \_\_\_\_\_ STUDENT SIGNATURE: \_\_\_\_\_

CLASS CHANGE	COURSE ID CODE	COURSE NAME	DAYS	TIMES	INSTRUCTOR	INSTR. INITIALS	LAST DATE OF ATTENDANCE
<b>DROP</b>							
<b>ADD</b>							

**AUTHORIZATIONS:**

\_\_\_\_\_  
STUDENT'S ADVISOR                      DATE

\_\_\_\_\_  
REGISTRAR                                      DATE

**ADVISOR PLEASE CHECK:**

- \_\_\_\_\_ Will change student to      PT    FT (circle one)
- \_\_\_\_\_ Will not change student to    PT    FT (circle one)
- \_\_\_\_\_ Will affect financial aid (consult Financial Aid Director)
- \_\_\_\_\_ Will not affect financial aid

All changes to student's official schedule may only be made using this form. Students wishing to change their schedules:

- A. Should obtain the DROP/ADD form from their **ACADEMIC ADVISOR**.
- B. Discuss the considered change with **ACADEMIC ADVISOR** to determine/understand its effects on:
  - \* completion of curriculum
  - \* financial aid status
  - \* refund status
- C. Obtain instructor(s) initials on this form.
- D. Return form to **ACADEMIC ADVISOR** for final authorization and submission to the Registrar.
- E. Continue to attend class to be dropped until notified by Registrar that the schedule change has been processed completely.

Class dropped during week 1 will not appear on transcript.  
Class dropped during week 2 until 10 days after mid-terms will show with a grade of "W" on transcript.  
Class dropped after 10 days after mid-terms will reflect a grade of "F" on transcript.  
Classes may be added to schedule only during week 1, prior to generation of Final Class Lists.