

Drop/Add Form

Instructions:

1. Meet with your advisor and complete this form.
2. Pay fees at the Business Office (there is no fee to drop/add within the 100% refund period).
3. Submit completed form to the Records Office.

Full Legal Name _____

Student ID Number _____

Address _____
Street City State Zip
Full Withdrawal? Yes No

Academic Term Fall 20____ Spring 20____ Summer 20____

Credit Hours: From _____ to _____

ADD			DROP		
Course Code/Section	Course Title	Credit Hour	Course Code/Section	Course Title	Credit Hour

Reason for drop/add _____

Student Signature _____ **Date** _____

Advisor Signature _____ **Date** _____

Registrar _____ **Date** _____

Note: My signature above indicates that I accept the ramifications which this withdrawal may have on the progress of my chosen course of study, i.e., regarding prospective graduation date; sequencing of courses; financial aid; meeting course prerequisites; course offerings and availability, etc.

Refunds: A copy of the College’s Refund Policy may be obtained from the Business Office.