

Student ID# _____ Semester (Fall/Intersession/Spring/Summer): _____ Year: _____

Last Name: _____ Legal First Name: _____ Middle Initial: _____

Add	Course #	Section #	Course Name	Days & Time	Advisor Signature*

*Prerequisite Validation Codes: 1. Transfer Credit; 2. CLEP/AP; 3. CPT; 4. SIS. List only if prerequisite has been met through credit not reflected on the student record.

Additional Signatures Required to Add a Class after Drop/Add Period:

Instructor(s) Signature(s): _____

Dean(s) Signature(s): _____

Business Office or Financial Aid Office Verification: _____

Drop/Withdraw	Course #	Section #	Course Name	Reason for Drop/Withdrawal

Policies: Before and During Add/Drop Period

Add: You may change a schedule, add or drop courses, or change course status from audit to credit up until the last day to change a schedule as published in the Academic Calendar. You are responsible for any missed coursework. Advisor signature indicates verification that you have met the prerequisite(s).

Drop: If a course is dropped before the last day to change a schedule as published in the Academic Calendar, no record of the course will appear on your transcript and you are eligible for 100% refund. There are no refunds after this date.

Policies: After Last Day to Change a Schedule

Add: You may be permitted to add a course after the last day to change a schedule as published in the Academic Calendar ONLY with instructor AND dean permission AND after payment is submitted for the course. You are responsible for any missed coursework.

Withdraw: You may withdraw until the last day to withdraw from an academic course as published in the Academic Calendar; a grade of W will be recorded on your transcript. Payment is non-refundable. Withdrawals may negatively impact your Satisfactory Academic Progress Requirement for financial aid. It is your responsibility to follow up with the Financial Aid Office.

*Student Signature: _____ Date: _____

*Indicates you have read the add/drop/withdrawal policies