# Add/Drop Request Form

If you intend to **drop ALL courses** this semester, **DO NOT USE THIS FORM.**

Go to the Registrar’s Office, in Montana Hall, room 101, to discuss a University Withdrawal. Otherwise, return this form to the Office of the Registrar, room 101 in Montana Hall.

**Instructions, to be followed in the order listed:**

1. Enter your information - use **ink** or fill the form online.
2. Enter the course information - use **ink** or fill the form online.
3. The course instructor must sign approval.
4. Ask your advisor to sign the form, if needed.

**Student ID#:**

**NAME (LAST, FIRST MIDDLE):**

**TERM:**

Spring, Summer, or Fall

**SIGNATURE:**

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**Student ID#:** __________________________

**NAME (LAST, FIRST MIDDLE):** __________________________

**TERM:** __________________________

Spring, Summer, or Fall

**SIGNATURE:** __________________________

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5. Ask your Academic College Dean to sign the form, if needed.

6. Student Athletes **must** have an Athletic Academic Coordinator's signature.

7. Return this form, with YOUR signature, to the Registrar's Office, Room 101, Montana Hall. You must present a picture ID with this form.

8. Last date of attendance must be entered by the professor if dropping with a "W".

**Signature of Academic Advisor**

Signature needed if adding after the 5th semester day or if dropping after the 10th semester day.

**Student Athlete's Athletic Academic Coordinator:** __________________________

**Veterans Services Coordinator:** __________________________

**Signature of Academic College Dean**

Signature needed if adding after the 10th semester day or dropping after the official withdrawal deadline is permissible only for extraordinary reasons and requires signature of Academic College Dean.

**Grad Students:** go to The Graduate School.

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April 2019 revision

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Picture ID required when submitting this form