~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.*
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.

**Student ID#:** ___________________________ **NAME** (Last, First Middle): ___________________________

**TERM:** ___________________ **AND** **YEAR:** ____________________

**Spring, Summer, or Fall**

**Signature:** ____________________________________________________________________

Please complete form in **ink**, or complete online, print, sign in **ink** and obtain required signatures

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>NUMBER</th>
<th>SECTION</th>
<th>CREDITS</th>
<th>TITLE</th>
<th>Instructor’s Signature of Approval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>NUMBER</th>
<th>SECTION</th>
<th>CREDITS</th>
<th>TITLE</th>
<th>Instructor’s Signature of Approval</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Academic Advisor**

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

**Signature of Academic College Dean**

[Signature needed if adding after the 10th semester day or if dropping after the official withdrawal deadline.]

**Student Athlete’s Athletic Academic Coordinator:**

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

January 2014 revision