~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**

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**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.

Grad Students: go to The Graduate School.

Student Athlete’s Athletic Academic Coordinator: ____________________________

January 2014 revision