

# Add/Drop Request Form

**Important: Fill out online or with ink and return to the Registrar's Office.**

- Picture ID required when submitting this form.
- **DO NOT** use this form if you intend to drop all courses. To discuss a withdrawal, Graduate students go to the Graduate School, Undergraduate students go to the Registrar's Office.
- Dropping or adding a course could have significant impact on your bill and financial aid, please contact the Student Accounts or Financial Aid office if you have questions.

**Student ID number:** \_\_\_\_\_ **Name (Last, First Middle):** \_\_\_\_\_

**Term** (Spring, Summer, or Fall): \_\_\_\_\_ **Year:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

ADD

CRN	Subject	Number	Section	Credits	Title	Instructor's signature	Date

Important: Last date of attendance must be entered by the instructor if dropping with a "W"

DROP

CRN	Subject	Number	Section	Credits	Title	Instructor's signature	Date	Last date of attendance

- **Signature of Academic Advisor** needed if adding after the 5<sup>th</sup> semester day or dropping after the 10<sup>th</sup> semester day.
- **Signature of Assistant College Dean or Graduate School Dean** needed if adding after the 10<sup>th</sup> semester day or dropping after the withdrawal deadline for extraordinary reasons only. Graduate students, go to the Graduate School.
- **Student athletes** must have an athletic Academic Coordinator's signature.
- **Students using Veteran benefits** must have the Veteran's Services Coordinator signature.

**Signature of Academic Advisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Assistant College Dean or Graduate School Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of athlete's Academic Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Veteran Services Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_