

Adding or dropping courses should be completed through Student Planning during the add/drop period, and this form should **ONLY** be used for extenuating circumstances such as advising mistakes or technical difficulties. Adding or dropping a course after the add/drop period (see academic calendar for dates) must be approved by the Dean.

Student	Name Student ID	Phone Number
	ADD	
Term	Course Prefix/Number/Title	Instructor Signature
Term	Course Prefix/Number/Title	Instructor Signature
Term	Course Prefix/Number/Title	Instructor Signature
	DROP	
Term	Course Prefix/Number/Title	Instructor Signature
Term	Course Prefix/Number/Title	Instructor Signature
Term	Course Prefix/Number/Title	Instructor Signature
	Please read the followir	

I understand that dropping/adding courses may affect my enrollment status and monies awarded or charged to me.

Student's Signature	Date	Advisor's Signature	Date	
		(Dean signature required for late sche	schedule changes <u>only</u> )	
Dean of Instructor's Signature	Date			

## **RETURN THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE**

OFFICE USE ONLY