



Registrar Office Use Only:	
Form rec'd: _____	_____
Date processed: _____	Init.: _____

Course Drop/Add/Withdrawal Request

Failure to attend class is not an official withdrawal. Complete this form to:

- 1) drop/add a class (within the drop/add period)
 - 2) request withdrawal from a course (after the D/A deadline but by the withdrawal deadline)
- (For deadlines, refer to catalog or short term course instructions.)

Instructions:

1. This is a four-part form – press firmly with a ball point pen.
2. Use a separate form for each semester or term.
3. **Course Withdrawals:** student must inform professor of decision to withdraw; professor will acknowledge withdrawals via initialing* (see shaded area below).
4. **Financial Aid Students:** Dropping or withdrawing from one or more courses may affect your Financial Aid eligibility. Contact the Financial Aid Office with any questions.
5. **J or F Visa Students:** If you plan to drop below full-time, first submit form to the International Student Advisor for review and approval as indicated below.
6. **Fee:** \$10 per change up to thirty dollars maximum per request.
7. Submit form to the Registrar's Office by appropriate deadline.

Please Print Name: _____
Last First Mid. Init.

Student ID #: _____ **Program:** _____ **Emphasis:** _____

Student's Signature: _____ **Date:** _____

Verification Required (see #5 above):

- VISA status, if falling below full-time: _____ / _____ (initials/date of *Int'l Student Advisor*)

Semester/Term: (circle one) **Summer Fall Winter Spring** **Year:** _____

COURSE		Drop/Add Period		Withdrawal Period	
ID No.	Title	Drop Credit Hrs	Add Credit Hrs	W/D Credit Hrs	Professor's Initials*
Total hours for each category:					

BELOW IS FOR OFFICE USE ONLY

REGISTRAR'S OFFICE

Total Fees Due: _____ Fee Waived? Y N Reason: _____ Notes: _____
 Fee Paid: _____ RO Officer (Initials/Date): _____ / _____
 Bill Fee: _____ Total Change in Credit Hrs: from _____ to _____

FINANCIAL AID:

Loan: Y N Grant/Schol: Y N Notes: _____
 FA Officer (Initials/Date): _____ / _____