



# Course Add/Drop Form

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_

**Please refer to listing below for Action # and Signature/s required**

**Action**

- A. ADD (first two weeks)
- B. DROP (first two weeks)
- 1. ADD (after first two weeks)
- 2. WITHDRAW from course(s) with record prior to last date to withdraw

**Signature Required**

- Student, Advisor
- Student, Advisor
- Advisor, Instructor, Academic Dean
- Advisor, Academic Dean

**The processing of this form (Add/Drop) will change enrolled hours FROM: \_\_\_\_\_ TO: \_\_\_\_\_**

**Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

Action # _____	Course # _____	Credits: _____
Course Title: _____		
Advisor: _____		Date: _____
Instructor: _____		Date: _____
Academic Dean: _____		Date: _____
Registrar: _____		Date: _____

Action # _____	Course # _____	Credits: _____
Course Title: _____		
Advisor: _____		Date: _____
Instructor: _____		Date: _____
Academic Dean: _____		Date: _____
Registrar: _____		Date: _____

Action # _____	Course # _____	Credits: _____
Course Title: _____		
Advisor: _____		Date: _____
Instructor: _____		Date: _____
Academic Dean: _____		Date: _____
Registrar: _____		Date: _____

Action # _____	Course # _____	Credits: _____
Course Title: _____		
Advisor: _____		Date: _____
Instructor: _____		Date: _____
Academic Dean: _____		Date: _____
Registrar: _____		Date: _____