ADD/DROP FORM AND PROCEDURES

To add or drop a course student must complete the following parts of the Add/Drop Form

- Write your name in the space marked **Student Name**
- Write your student ID number in the space marked **ID Number**
- In space marked **Year/Semester** indicate correct date of course being added or dropped
- Fill in appropriate information under A (Add) or D (Drop) including Department, Course #/section, Credit hours and instructor (for example ED 601.001 Costella)
- Date and sign in spaces marked **Date** and **Student's Signature**

YEAR/SEMESTER: _____

CLASS: _____

ADD/DROP FORM *Please complete with a ball point pen*

STUDENT'S NAME (last,first,middle) **ID NUMBER**

ADD/DROP	DEPT	COURSE NO./SEC	CREDIT HRS./ AUDIT	INSTRUCTOR	APPROVAL (Signature)
A					
A					
A					
D					W
D					W
D					W

See catalogue for policy on adds, drops and withdrawals.

WITHDRAWAL DATE:

DATE:	STUDENT'S SIGNATURE:	OFFICE USE ONLY
DATE:	ADVISOR'S SIGNATURE:	ENTERED:
CUM GPA:		DATE:

If Adding a Course – student must complete the section below

How do you wish to pay for this additional course? (check appropriate box and provide necessary information)

_____ Check enclosed (Amount of check _____)
_____ Student Loan
_____ Charge my credit card

_____ _____
Name on Card Amount to be charged

_____ _____
Card Number Exp. Date

_____
Signature authorizing payment by credit card

For Office Use Only
Initial and date when completed

PC _____ _____ Refund Required? _____ _____ If yes, amount? _____
Initials date Yes No

SAS _____ _____ What form of refund?
Initials date Credit Card _____ (attach copy of registration form for cc information)
Check _____ (attach SAS refund request form)

Refund _____ _____
Initials date