

## ADD / DROP FORM

I.D. NUMBER _____		NAME (LAST) (FIRST) (M.I.) _____				<input type="checkbox"/> SEMESTER (FALL) <input type="checkbox"/> SEMESTER (SPRING) <input type="checkbox"/> SEMESTER (SUMMER)
D R O P	SUBJECT	CRSE #	SECT. #	CR. HR.	INSTRUCTOR SIGNATURE */ DATE	<b>LAST</b> DATE OF ATTENDANCE (ASSIGNED BY INSTRUCTOR)
A D D	SUBJECT	CRSE #	SECT. #	CR. HR.	INSTRUCTOR SIGNATURE */ DATE	<b>FIRST</b> DATE OF ATTENDANCE (ASSIGNED BY INSTRUCTOR)
P O L I C Y	<ul style="list-style-type: none"> <li>Change of registration is not official until signed and dated form is received by Registrar's Office. It is the student's responsibility to return all completed Add/Drop forms to the Registrar's Office. The drop date is based on the last date of attendance.</li> <li>The grading policy for dropped classes: During first two weeks of the semester: No Notation; during withdraw period: grade of "W"; after withdraw period: grade of "E" unless a "W" grade is requested by the instructor and is approved by the Dean. Signature of instructor is required to add all closed classes, classes with conflicts and classes with unmet pre-requisites. Signature of instructor and Dean is required for ALL Adds after the Add period and Drops after the Drop period.</li> </ul>					STUDENT SIGNATURE _____ DATE _____  ASSOCIATE DEAN SIGNATURE _____ DATE _____

(Registrar Office Use) Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_