



# Add/Drop Form

**Directions:**

- Please print.
- This form must be processed before the end of the Add/Drop Period (the first 7 days of the quarter; Monday - Sunday).
- **Matriculated students who are dropping all of their courses must use a Leave of Absence/Institute Withdrawal form.**

Quarter: Fall \_\_\_\_\_ 1 Winter \_\_\_\_\_ 2 Spring \_\_\_\_\_ 3 Summer \_\_\_\_\_ 4 Today's Date: \_\_\_\_\_  
 Example: Fall 2010-2011 = 20101, Winter 2010-2011 = 20102 Mo. Day Yr.

Student Name: \_\_\_\_\_  
Last First Middle

Student ID Number: \_\_\_\_\_ Program: \_\_\_\_\_

**ADDS ONLY:** (Use this part to receive an instructor's permission to be added to a closed or restricted class.)

COURSE NUMBER	CR. HRS.	COURSE TITLE	DEPT. APPROVAL / DATE
1. _____	_____	_____	_____ / _____
2. _____	_____	_____	_____ / _____
3. _____	_____	_____	_____ / _____
4. _____	_____	_____	_____ / _____
5. _____	_____	_____	_____ / _____

**If this transaction increases your credit load to over 18 hours, permission from your home department is required.**  
**EXCEPTION:** Students with a Yr. Level 3 or above, who have a cumulative GPA of 3.2 or above, may register for up to 20 cr. hours.  
 Overload approved by (print & sign): \_\_\_\_\_ Date \_\_\_\_\_

**DROPS ONLY:** (After the end of the 7-day Add/Drop period, you must withdraw on-line and receive a 'W' grade.)

COURSE NUMBER	CR. HRS.	COURSE TITLE	DEPT. APPROVAL / DATE
1. _____	_____	_____	_____ / _____
2. _____	_____	_____	_____ / _____
3. _____	_____	_____	_____ / _____
4. _____	_____	_____	_____ / _____
5. _____	_____	_____	_____ / _____

**Remarks:** State reason for exception if beyond the Add/Drop Period.  
**Late Add/Drops will not be considered without a valid reason.**

Date received/by: \_\_\_\_\_

**Student Financial Services Review:**  approved  not approved

Signature/Date: \_\_\_\_\_

**Registrar's Office Use Only**

Date Processed: \_\_\_\_\_

Processed by: \_\_\_\_\_