



# Add/Drop Form

**Directions:**

- Please print.
- This form must be processed before the end of the Add/Drop Period (the first 6 days of the quarter).
- **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: \_\_\_ Mo. \_\_\_ Day \_\_\_ Yr.  
 Example: Fall 2006-2007 = 20061, Winter 2006-2007 = 20062

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

University ID Number: \_\_\_\_\_ - \_\_\_\_\_ Home Department: \_\_\_\_\_

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

	COURSE NUMBER	CREDIT 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: \_\_\_\_\_ Date \_\_\_\_\_

**DROPS ONLY: (After the end of the 6-day Add/Drop period, use a Course Withdrawal Request form.)**

	COURSE NUMBER	CREDIT 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: \_\_\_\_\_