

ADD / DROP FORM

_____		_____				<input type="checkbox"/> FALL SEMESTER <input type="checkbox"/> SPRING SEMESTER <input type="checkbox"/> SUMMER SEMESTER
I.D. NUMBER		NAME (LAST)		(FIRST)	(M.I.)	
D R O P	SUBJECT	COURSE #	SECTION #	CREDIT HOURS	INSTRUCTOR SIGNATURE / DATE	LAST DATE OF ATTENDANCE (ASSIGNED BY INSTRUCTOR)
A D D	SUBJECT	COURSE #	SECTION #	CREDIT HOURS	INSTRUCTOR SIGNATURE / DATE	FIRST DATE OF ATTENDANCE (ASSIGNED BY INSTRUCTOR)
P O L I C Y	<ul style="list-style-type: none"> Change of registration is not official until signed and dated form is received by the Registrar's Office. It is the student's responsibility to submit all completed Add/Drop forms to the Registrar's Office. Please note that the specific date a student last attended a class is the official drop date for the course. The date must be noted on this form and so verified by the required signatures. The grading policy for dropped classes: During the Drop period = No Notation; During the Withdrawal period = Grade of "W"; After the Withdrawal period = Grade of "F" unless overruled by the Provost's Office. Signature of instructor is required to add all closed classes, classes with conflicts, and classes with unmet pre-requisites. Signatures of instructor and adviser are required for ALL Adds after the Add period and Drops after the Drop period. First-year undergraduate students in their first semester MUST have advisor signature for ALL registration changes. 					_____ STUDENT SIGNATURE DATE
						_____ ADVISER SIGNATURE DATE

(Registrar Office Use) Date Received: ____ / ____ / ____ Received by: _____