



Add/Drop Form

Please complete the form below to add or drop a class.

1. Instructor Signature – please meet with the instructor of the class you wish to add/drop and have them initial the form. This is to approve the late addition or acknowledge the drop so they do not report you as not attending and allows the instructor to discuss this transaction with you.
2. Advisor Signature – please meet with your academic advisor for the major or minor that the course applies to, if the course is general education or elective meet with your primary advisor.
3. If dropping below 12 hours:
 - a. Residential Students must meet with Student Affairs regarding housing
 - b. Athletes must meet with Athletic Director or Compliance Officer
 - c. International Students must meet with DSO/RO
 - d. Veteran Benefit Recipients must meet with OAS staff
4. **Return from to Office of Administrative Services** – you must return your form to the Office of Administrative Services. The course is not considered added or dropped until it is processed. You may check your student portal to verify completion of the add/drop. If you have question contact please contact the Office of Administrative Services.

Term _____

Name _____
Last
First
MI
ID Number

Courses to be **ADDED**

Dept	Course No	Type	Sec	Course Title	Instructor must Initial form	Date

Courses to be **DROPPED**

Dept	Course No	Type	Sec	Course Title	Instructor must Initial form	Date

Number of Hours before ADD/DROP _____ Number of Hours after ADD/DROP _____

Graduation Term: _____ - Do you receive Veterans Benefits? YES/NO - International Student: J1/F1

Advisor Signature: _____ Date: _____

If dropping below 12 hrs the following signatures must be obtained if they apply:

Resident Students – Student Affairs approval/denial to live on campus - _____

Varsity Athletes – Athletic Director or Compliance Officer - _____

Completed by Registrar's Office _____