



ADD/DROP FORM

Last Name First Name M Student ID # Major



PROCEDURE: 1) Obtain advisor signature. 2) Go to the Financial Aid Office. 3) Proceed to the Registrar's Office. Any applicable fees must be paid at this time. BE SURE THIS FORM HAS BEEN PROCESSED BEFORE LEAVING THE REGISTRAR'S OFFICE. INCOMPLETE FORMS WILL NOT BE PROCESSED.

FEES/REFUND POLICY: See the current fee schedule in the college catalog. All fees are due at the time of processing ADD/DROP FORM.

NOTE: No change is official unless the ADD/DROP FORM is received and signed by the Registrar's Office.

Line Number	Course Number	Credits	Add/Drop	Advisor Signature Date

*See Dean for class overload, class closure, any special circumstances.

Current Credits: _____ Financial Aid Officer: _____ Date: _____

Add Credits: _____ Business Office: _____ Date: _____

Drop Credits: _____ Registrar's Office: _____ Date: _____

New Credits: _____ *Dean (if necessary): _____ Date: _____

I certify that all the information in this form is true and correct to the best of my knowledge.

Student Signature

Date