



OFFICE OF ADMISSIONS/REGISTRAR COURSE SCHEDULE CHANGE

CHANGES WILL NOT BE COMPLETE UNTIL THIS FORM IS RETURNED TO THE ADMISSIONS/REGISTRAR OFFICE

Student I.D. _____				Semester _____				
Last Name _____		First _____		MI _____				
SCHEDULE CHANGES								
DROP COURSE(S)				ADD COURSE(S)				
Subject	Number	Section	Credits	Subject	Number	Section	Credits	INST. Initial
DROP COURSE COUNT: _____								

DROP
 ADD
 COMPLETE WITHDRAW

REASON FOR DROP/WITHDRAW:

<input type="checkbox"/> Academic Difficulties	<input type="checkbox"/> Excessive Absences	<input type="checkbox"/> Transfer
<input type="checkbox"/> Financial Difficulties	<input type="checkbox"/> Schedule conflicts w/work	<input type="checkbox"/> Military Duty
<input type="checkbox"/> Medical Issues	<input type="checkbox"/> Death of family member	<input type="checkbox"/> Online Issues
<input type="checkbox"/> Block Withdrawal	<input type="checkbox"/> Instructor Request	
<input type="checkbox"/> Other _____		

The **OFFICIAL EFFECTIVE DATE** for any add, drop, or withdrawal is the date entered below by the Admissions/Registrar Office.

Please keep a copy of this form until final grades are posted and/or appropriate refund is received.

Student Signature _____ Date _____

The following signatures are required for the above transactions:

Advisor: _____ Date: _____

Instructor: _____ Date: _____

ALL SIGNATURES ARE REQUIRED FOR COMPLETE WITHDRAWAL:

Business Office: _____ Date: _____

Housing: _____ Date: _____

Financial Aid: _____ Date: _____

Library: _____ Date: _____

Bookstore: _____ Date: _____

International Advisor: _____ Date: _____

Veterans' Affairs: _____ Date: _____

Drop/Add fee is \$3.00 and should be paid to the Business Office

Business Office: _____ Date: _____

NOTE

A hold will be placed on your account until the fee is paid.

FOR ADMISSIONS/REGISTRAR OFFICE USE ONLY

Date Processed _____
Office Signature _____

WHITE COPY – ADMISSIONS/REGISTRAR OFFICE

YELLOW COPY - STUDENT