

COURSE DROP/ADD FORM

Student ID Number	Last Name	First	M.I.	Program
Comments				Semester/Yr

- Courses cannot be added after the 5th day of the semester without instructor approval.
- If courses are dropped on or before the 10th day of the semester, with approval of the instructor or advisor, student will receive a refund for tuition and no credit for the course.
- Courses dropped after the 10th day of the semester but before the last date to withdraw from courses will receive a "W" grade and no refund.
- A schedule change is effective at the time the completed form is submitted to either The Center for Student Success or Registrar's Office.
- Dropping coursework may result in a reduction of current federal financial aid, may extend the student's program completion date, and may limit the eligibility to receive federal financial aid in future semesters.**

Bring completed form to The Center for Student Success

TOTAL REGISTERED CREDITS _____
DROP:

Course #/Section #	Course Title	Credits	Instructor Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Document the plan to complete courses on the back.

TOTAL DROP CREDITS _____

ADD:

Course #/Section #	Course Title	Credits	Instructor Signature
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL ADDED CREDITS _____

TOTAL REMAINING CREDITS _____

 Student Signature Date

 Dept. Head or Advisor Signature Date

 Advising Director or Registrar's Signature Date

- *Financial Aid Award Adjustment**
- 1) 12 or more credits = Full time enrollment
 - 2) 11, 10, 9 credits = ¾ time enrollment
 - 3) 8, 7, 6 credits = ½ time enrollment
 - 4) Less than 6 = limited enrollment (Not eligible for financial aid)

Notify Financial Aid when enrollment status changes.