



COURSE DROP/ADD FORM

| | | | | |
|-----------------------------------------|-----------|-------|------|---------------|
| Student ID Number | Last Name | First | M.I. | Program |
| Reason for Adding or Dropping Class(es) | | | | Semester/Year |

- 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.**

Student must return completed form to The Center for Student Success

TOTAL REGISTERED CREDITS _____

DROP:

| Course #/Section # | Course Title | Credits | Never Attended | Instructor Signature |
|--------------------|--------------|---------|--------------------------|----------------------|
| _____ | _____ | _____ | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | _____ |
| _____ | _____ | _____ | <input type="checkbox"/> | _____ |

Document plan to complete course(s) below or on back of form.

TOTAL DROP CREDITS _____

ADD:

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

TOTAL ADDED CREDITS _____

TOTAL REMAINING CREDITS _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Center for Student Success _____ Date _____

| |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Financial Aid Award 12 or more credits = Full time enrollment/aid 11, 10, 9 credits = ¾ time enrollment/aid 8, 7, 6 credits = ½ time enrollment/aid Less than 6 = limited enrollment/no aid</p> <p><i>Financial Aid will be adjusted prior to the 10-day count, if the student never attended the class(es), or the student's financial aid is not complete.</i></p> |
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