

Add Class(es) Drop Class(es) * Withdrawal from College *

* Note: Dropping/withdrawing from a course after the 75% point of the term may result in the student receiving a failing grade unless justifiable explanation is given in writing and approved by the course instructor. 75% dates are listed in the academic calendar.

Student's Last Name	First Name	Middle Initial	Date	Student ID or Social Security #
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Curriculum	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year _____
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ADD CLASS(ES)

ADD Course & Section #	Course Title	Instructor's Name/Signature	Credit Hours	Room	Class Hours							
					Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	

DROP CLASS(ES)

DROP Course & Section #	Course Title	Instructor's Signature	Credit Hours	Last Date Attended	Grade	Comments

SIGNATURES

For Office Use Only

Student Registrar _____ Director of FA _____ Counselor _____ Veterans Officer _____ Advisor _____ Business Office _____ Reason for dropping the course(s) or withdrawing from college: <input type="checkbox"/> Academic <input type="checkbox"/> Military service <input type="checkbox"/> Child care problems <input type="checkbox"/> Moved <input type="checkbox"/> Death in family <input type="checkbox"/> Other (explain below) <input type="checkbox"/> Dissatisfaction (explain below) <input type="checkbox"/> Personal (explain below) <input type="checkbox"/> Employment <input type="checkbox"/> Transferring to another college/university <input type="checkbox"/> Financial <input type="checkbox"/> Transportation <input type="checkbox"/> Health Explanation: _____	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Credit Hours Before Change</td> <td style="width:50%;">Credit Hours After Change</td> </tr> <tr> <td colspan="2">Original Registration Receipt No. & Date</td> </tr> <tr> <td>Tuition Due</td> <td>Amount</td> </tr> <tr> <td>Tuition Refund</td> <td>Amount</td> </tr> </table>	Credit Hours Before Change	Credit Hours After Change	Original Registration Receipt No. & Date		Tuition Due	Amount	Tuition Refund	Amount
Credit Hours Before Change	Credit Hours After Change								
Original Registration Receipt No. & Date									
Tuition Due	Amount								
Tuition Refund	Amount								

ADD

DROP