

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*

<b>Student</b>	
Asst Registrar	Director of FA
Counselor	Veterans Officer
Advisor	Business Office

Credit Hours Before Change	Credit Hours After Change
Original Registration Receipt No. & Date	
Tuition Due	Amount
Tuition Refund	Amount

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:

**ADD**

**DROP**

Add Class(es)

Drop Class(es)