



# DROP/ADD FORM

To be completed if you want to drop or add a course, and submitted before the appropriate deadline (see Academic Calendar). Please type or print in ink.

Academic Year: .....  Fall  Spring  Summer Program

**Student Information** Full student no.....Major.....Class Standing.....  
Family name .....  
First name .....

Course Code	Section if Applicable	No. of Credits	Course Title	GE/CC, MR ME or FE	Registrar's Initials	Computer Input
<b>DROP</b> .....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
<b>ADD</b> .....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....

**Before Adding or Dropping a Course,** please verify the following:

- I meet all prerequisites to add this course.
- I have verified the number of credits remaining this semester after the change (A regular full-time 4-year program student carries between 12 & 18.5 credits and a regular full-time 3-year program student carries between 24 & 30 ECTS)

**SPECIAL NOTE** Final approval is granted by the Registrar and depends on class size/enrollment.  
Do not stop attending a class until you have received a copy of this form (approved) in your student mailbox.

**Student's Declaration** I am aware that the above action(s) will affect my academic records and may affect the amount of tuition and fees:  
Signature ..... Date .....

**Advisor's Approval** Freshmen, Sophomores (4YP) and 1<sup>st</sup> Year (3YP) students must have their advisor's approval for all drops and adds during weeks 1 & 2 (except for foreign language courses resulting from the placement test).  
Name ..... Signature ..... Date .....

**Registrar's Comments** .....  
Signature ..... Date .....

**Administration** Input by ..... Date ..... Copy to student ..... Copy to Bookkeeper .....