DROP/ADD REQUEST FORM

Students may drop and/or add courses during the first two full weeks of each semester by submitting the Drop/Add Request Form to the College Registrar. A course may be added only if there is space available in the requested course, and may be dropped only if a student maintains the minimum number of credit hours per semesters. A student may only add a course if they have attended 50% of its sessions in the first two weeks. Students who have submitted Drop/Add requests will be informed of changes to their schedules. A course that is dropped after the official Drop/Add period is considered a late drop or withdrawal. In this case a letter "W" (Withdrawn) will appear on the transcript. A student who wishes to take more or less than the normal workload should NOT use this form. Use the ADDITIONAL COURSELOAD/LOWER COURSELOAD request form instead.

Note: Drop/Add changes are not official until the form has been signed, returned and processed by the Registrar’s Office. Students will be informed by the Registrar’s Office of all applicable changes to their schedules after the Drop/Add period.

<table>
<thead>
<tr>
<th>Course(s) to be DROPPED:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course ID</td>
<td>Title</td>
</tr>
<tr>
<td>Course(s) to be ADDED:</td>
<td></td>
</tr>
<tr>
<td>Course ID</td>
<td>Title</td>
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</tbody>
</table>

Required Signatures:

______________________________  ____________________________
Student                       Date

______________________________  ____________________________
Academic Advisor               Date

______________________________  ____________________________
Dean of Academic Affairs       Date

Office use:

______________________________  ____________________________  ____________________________
Date received                  Date processed               Processed by