

ADD/DROP FORM FOR UNDERGRADUATE DAY STUDENT

Last Name: _____ First Name: _____ College ID # _____ Advisor(s) Name(s): _____

Email Address: _____ Cell Phone # _____

If you are a 2nd semester freshman or higher--complete this form and submit it **in person** to the Registrar's office.

If you are a 1st semester freshman—complete this form, get your advisor(s) signature(s) on the bottom, and submit the signed form **in person** to the Registrar's Office.

FOR STUDENTS DROPPING

A. You should arrange to meet with your advisor to discuss your plans of dropping this class (and to sign this form, if you are a 1st semester freshman). This step is especially important if you want to drop an "Advisor Required Class" from your Grad Plan. Your advisor can help with any questions you may have after reading this form.

_____ Your Initials

B. For an undergraduate student to be considered full-time, he/she must have at least 12 credit hours per semester. Half-time students must have 6, and part-time students must have .5. Dropping a course can lower your enrollment status, and it could affect your financial aid and/or athletic eligibility. If you then want to maintain your current status, you must register for a replacement course immediately.

_____ Your Initials

C. If you are a military veteran utilizing GI Bill benefits, there may be consequences for reducing the number of hours in which you are enrolled, including owing the VA tuition and/or Basic Allowance for Housing. Please speak with the certifying official in Registration and Records before making a change to your schedule.

_____ Your Initials

D. You need to update your Grad Plan on Web Express. If the course you are dropping is required for your major or minor, you should put it back on your Grad Plan and assign it to another semester. If this course is part of your Core, you should find a course to replace it and assign it to another semester

_____ Your Initials

E. If this class is a pre-requisite to a class that you must take in the future, you should rearrange your Grad Plan so that you are still planning to take this course before the other course is taken.

_____ Your Initials

F. If you are rescheduling to take this course in the future, you should check the [master schedule](#) to see when the course is offered again. Some courses are not offered every semester or every year. It is important to check when the class will be available again so you can adjust your Grad Plan accordingly.

_____ Your Initials

Course Information:

ADD - _____
Semester/Year Dept. Course # Section # Credits

_____ Semester/Year Dept. Course # Section # Credits

DROP - _____
Semester/Year Dept. Course # Section # Credits

_____ Semester/Year Dept. Course # Section # Credits

****Attention: By initialing these paragraphs and signing this form, you confirm that you understand these responsibilities.****

(Must state exception or waiver and provide required signature)

Required signature: _____

Student signature: _____ Date: _____

Advisor(s) signature(s): _____ Date: _____

(For 1st semester freshman only)