

ADD/DROP FORM FOR UNDERGRADUATE EVENING/WEEKEND STUDENT

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

Email Address: _____ Cell Phone # _____

Complete this form and submit it to the Registrar's Office, fax# 440-826-6522.

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.** 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. **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.

_____ 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: _____