

**ADDs** are accepted only during the designated "Add Period" as outlined in the academic calendar. All courses require the approval from the Department/Division Head of that course. For example, you will need a signature from the Department Head (D.H.) of Humanities/Social Sciences (HUSS) for ENGL100 and the Department Head (D.H.) of Mathematics for MATH205.

**DROPS:** All DROPS require a Department/Division Head signature. Any DROP after the "Late Registration Period" will require the instructor signature of the course and a "W" grade will appear on your transcript. No DROPS will be accepted beyond the published last day to Drop or Withdraw..

\_\_\_\_\_  
Last Name                      First Name                      M.I.                      Student Number                      Major                      Voice Mail

**Add and/or Drop the courses listed below from the:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Sem. ( ) \_\_\_\_\_  
Year                      Year                      Year                      Local Phone

	COURSE NUMBER with																	COURSE TITLE	CR	APPROVAL (see above)	
	Lecture Section Number									Lab. Section Number											
Example	E	N	G	L	1	0	0	0	4										English I	4	HUSS D.H.
Example	M	A	T	H	2	0	5	0	1	M	A	T	H	2	0	5	0	2	College Mathematics I	4	MATH D.H.
ADD																					
ADD																					
ADD																					
ADD																					
ADD																					
DROP																					
DROP																					
DROP																					
DROP																					
DROP																					

**By completing and signing this form I understand that to graduate, I must pass all courses in my curriculum and by dropping any required course, I may extend my graduation date as well as affect my Satisfactory Academic Progress for Financial Aid.**

Please note that if you drop below 12 credits and receive financial aid, your financial aid will change. Please see your Financial Aid Counselor.

After the above Add and/or Drop, I am now registered for \_\_\_\_\_ credits.

\_\_\_\_\_  
Student Signature                      Date                      Department/Division Head Signature                      Date