

I.D. NUMBER		NAME (LAST) (FIRST) (M.I.)				<input type="checkbox"/> SEMESTER (FALL) <input type="checkbox"/> SEMESTER (SPRING) <input type="checkbox"/> SEMESTER (SUMMER: I or II)
<b>D R O P</b>	SUBJECT	CRSE #	SECT. #	CR. HR.	INSTRUCTOR SIGNATURE */ DATE	<b>LAST</b> DATE OF ATTENDANCE <i>(ASSIGNED BY INSTRUCTOR)</i>
<b>A D D</b>	SUBJECT	CRSE #	SECT. #	CR. HR.	INSTRUCTOR SIGNATURE */ DATE	<b>FIRST</b> DATE OF ATTENDANCE <i>(ASSIGNED BY INSTRUCTOR)</i>
<b>P O L I C Y</b>	<ul style="list-style-type: none"> <li>Change of registration is not official until signed and dated form is received by Registrar's Office. It is the student's responsibility to return all completed Add/Drop forms to the Registrar's or Adult and Graduate Education Office. The drop date is based on the last date of attendance.</li> <li>The grading policy for dropped classes: During first two weeks of the semester: No Notation; during withdraw period: grade of "W"; after withdraw period: grade of "F" unless a "W" grade is requested by the instructor and is approved by the Dean of the College.</li> <li>Signature of instructor is required to add all closed classes, classes with conflicts and classes with unmet pre-requisites. Signature of instructor and adviser is required for ALL Adds after the Add period and Drops after the Drop period.</li> </ul>					STUDENT SIGNATURE _____ DATE _____  ADVISOR SIGNATURE _____ DATE _____

(Registrar Office Use) Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_