



Course Drop/Add Form

This form is to be completed by students to drop or add course(s) **DURING** the designated drop/add period within a given semester. The completed form must be submitted to the academic advisor for approval.

Part I. Student Information

Last Name	First Name	Middle Initial	Student ID#	Semester & Year
Major/Department				

Part II. Course Information and Signatures

List course and corresponding information for each course.

DROP				ADD			
Course Number	Section	Course Name	Credit Hours	Course Number	Section	Course Name	Credit Hours
Total Dropped				Total Added			

Student Signature

Date

Advisor Signature

Date

Part III. For Official Use Only

Processed by:	Date Processed:	Registered Hours:
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Please bring this completed document to the FACE office (underclassmen) or your Department Chair (upperclassmen)