

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Signature (REQUIRED): \_\_\_\_\_

**To avoid an overload, you may need to drop a class (signatures required) in order to add one. Please fill out form completely, following the sample below. Pay particular attention to the deadlines that are also noted.**

SAMPLE:

Dept.	Course # (5 digit)	Sect # (2 digit)	Course Credit	Audit? (circle)	Instructor's Signature (required)
HIST	10101	01	1.00	Yes No	Instructor Signature

Note: An Audit carries 0.00 course credit

**Drop/Add Deadlines\*:**

- Add class for credit or audit..... End of second (2<sup>nd</sup>) week of semester.
- Change from grade to S/NC (pass/fail) ..... End of sixth (6<sup>th</sup>) week of semester.
- Change from credit to audit..... End of sixth (6<sup>th</sup>) week of semester.
- Drop class..... End of sixth (6<sup>th</sup>) week of semester.

\*Please note that during the fall semester, these deadlines will **not** fall on Friday, but on Tuesday.

**COURSES TO DROP**

Dept.	Course # (5 digit)	Sect # (2 digit)	Course Credit	Audit?	Instructor's Signature (required)
				Yes No	
				Yes No	
				Yes No	
				Yes No	

**COURSES TO ADD**

Dept.	Course # (5 digit)	Sect # (2 digit)	Course Credit	Audit?	Instructor's Signature (required)
				Yes No	
				Yes No	
				Yes No	
				Yes No	

**PLEASE RETURN COMPLETED, SIGNED FORM TO THE OFFICE OF THE REGISTRAR.**