

ADD/DROP CLASS REQUEST FORM

Semester: _____ Year: _____

If you wish to add or drop a class, please fill in the information below and get the approval and signature of your Teacher first and then your Program Dean. Once complete, return to the Diploma Register. **IMPORTANT:** This form must be completed, signed and returned to the Diploma Registrar by the end of the add/drop period. You will receive a new copy of your schedule in your mailbox. It is YOUR responsibility to review it and be sure it is completely correct.

Name: _____ Major: _____

I wish to ADD the following class(es):

Name of Class	Course Code	Credits	Teacher Signature
1. _____	_____	_____	_____

Reason: _____

2. _____	_____	_____	_____
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Reason: _____

3. _____	_____	_____	_____
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Reason: _____

I wish to DROP the following class(es):

Name of Class	Course Code	Credits	Teacher Signature
1. _____	_____	_____	_____

Reason: _____

2. _____	_____	_____	_____
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Reason: _____

3. _____	_____	_____	_____
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Reason: _____

**ADDING or DROPPING classes can affect your tuition charges.
Please check with the Financial Aid Office and the Office Manager before making ANY changes!!**

Student Signature: _____ Date: _____

Program Dean Signature: _____ Date: _____

Diploma Registrar: _____ Date: _____

(8/22/07)