



ADD/DROP REQUEST

NAME _____
PRINT NAME

SIGNATURE

TERM/YEAR _____

TODAY'S DATE _____

STUDENT ID# P _____

SOC. SEC. # _____

ACTION CODES	
AD = ADD	P/F = PASS/NOT PASSED
D = DROP/WITHDRAWAL	C = CHANGE IN HOURS
AZ = AUDIT	CA = CHANGE TO AUDIT

ACTION CODE	DEPT.	COURSE	CALL NO.	CLASS NO.	CREDIT Hours	1] Instructor's Signature (if required)
AD	MKT	1220	12345	003	04	EXAMPLE

CHECK SCHEDULE OF CLASSES FOR ALL TERM DEADLINES AND TUITION CANCELLATION DATES.

ACTION CODE	DEPT.	COURSE	CALL NO.	CLASS NO.	CREDIT Hours	1] Instructor's Signature (if required)
D	MKT	1220	12345	008	04	EXAMPLE

WITHDRAWING FROM CLASSES MAY AFFECT YOUR PRESENT AND/OR FUTURE FINANCIAL AID. FINANCIAL AID RECIPIENTS SHOULD CONTACT THE OFFICE OF SCHOLARSHIPS AND FINANCIAL AID BEFORE WITHDRAWING TO DETERMINE THE IMPACT OF THIS ACTION UPON FINANCIAL AID.

PRIOR APPROVAL requirements: Closed/Full 1] & 2]; dropping after 4th wk of classes 1] & 2]; Passed/Not Passed 2] & 3]; Auditing courses 1], 2] and 3]; Undergraduate in Graduate course 3], 4] and 5] Written consent 1] & or 3]

Dropping courses fewer than 13 weeks and Spring/Summer courses please check the Schedule of Classes for drop information.

Please check applicable overrides(s):
Closed/Full Class Passed/Not Passed Audit
Written Consent Undergraduate in Graduate Course

2] Department/College Stamp _____

3] Advisor's Signature _____ Date

4] Dean's Office Stamp-Signature _____

5] Graduate School Dean's Stamp (4308 FAC/ADM) _____

Office of the Registrar (9/99) Processor's Initial and SIS ID Date
WHITE – Department CANARY - Student