

# Add/Drop/ Withdrawal Form

NAME: LAST	FIRST	INITIAL

STUDENT ID (OR SS NO)	TELEPHONE
	(      )

Students may add, drop or withdrawal by completing and submitting this form.

Semester:     Fall     Winter     Summer    Year: \_\_\_\_\_

Students dropping or withdrawing are asked to provide the primary reason for the drop or withdrawal by circling the appropriate letter.

A. FINANCIAL REASONS	H. COURSE LOAD TOO HEAVY
B. PERSONAL/FAMILY	I. COURSE TOO DIFFICULT
C. TRANSPORTATION	J. DISSATISFIED WITH INSTRUCTION
D. EMPLOYMENT CONFLICT	K. UNNECESSARY FOR PROGRAM
E. ATTENDANCE	L. MEDICAL
F. FAILING COURSE	
G. DISSATISFIED WITH CONTENT	

Students may add full semester course(s) prior to the second scheduled class meeting. Short courses, courses that only meet once a week and summer courses may not be entered once the class has met for the first time. Full semester online classes may be added up until the third day of the fall and winter semesters. Online courses for summer can be added up until the first day of the semester

<b>ADD</b>	Subject	Course Number	Sect. No.	Course Title (May also be completed online via myWebPAL)

Students may drop a class up until the end of the published 100% refund period (see website for dates). Dropped courses do not show up on the academic transcript.

<b>DROP</b>	Subject	Course Number	Sect. No.	Course Title (May also be completed online via myWebPAL)

Students may withdrawal from a full semester course until the end of the 12th week of the semester (the withdrawal date for short and summer courses are pro-rated).

<b>WITHDRAWAL</b>	Subject	Course Number	Sect. No.	Faculty Signature

- I understand that withdrawing from or dropping classes may have a significant impact on my financial aid and have communicated with financial aid.
- I understand I am required to communicate with my instructor(s) prior to withdrawing and provide proof of this communication to the Registrar's Office along with the completed withdrawal form. Faculty signature on this form or a copy of electronic communication is required.
- The student is responsible for returning this form to the Registrar's Office by the drop/withdrawal deadline.**

<b>OFFICE USE ONLY</b>	
RECEIVED: _____	_____
Initials	Date
PROCESSED: _____	_____
Initials	Date

Student Signature \_\_\_\_\_ Date \_\_\_\_\_