

COURSE DROP / ADD FORM

IMPORTANT NOTE: STUDENTS ARE RESPONSIBLE FOR THEIR OWN SCHEDULES... PLEASE REVIEW YOUR SCHEDULE FOR ACCURACY.

PART I — This section must be completed by the student. PLEASE PRINT CLEARLY.

$$\boxed{} \boxed{} \boxed{} - \boxed{} \boxed{} - \boxed{} \boxed{} \boxed{} \boxed{} \boxed{}$$

Student's [REDACTED] Number / RAM ID #

Registering for Semester

☐ Fall ☐ Summer
☐ Spring ☐ Interession

Year:

[illegible]

Last Name

[illegible]

First Name

M.I.

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Area Code Home Telephone

[illegible]

Area Code	Cell #
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- **DIRECTIONS** — 1) Students who are matriculated (who have been officially accepted into a program of study), must obtain the signature of their Curriculum Advisor to drop and/or add any courses.
- 2) Students who are CHANGING SECTIONS ONLY (day and/or time change) of the SAME COURSE are not required to obtain an advisor's signature.
- 3) An advisor's signature does not constitute approval to overload a course section.
- 4) 12 or more credits constitutes full-time student status.
- 5) Students wishing to ADD courses which would result in a credit load of MORE THAN 18 CREDITS must obtain the permission of their SCHOOL DEAN (signature required).

► **PART II** — Matriculated Students: To be completed in consultation with your curriculum advisor.

Courses to DROP (Remove from current schedule):

[illegible]

Number of Credits Being Dropped:

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Courses to ADD (Add to current schedule):

[illegible]Number of Credits
Being Added:

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**Total Credit Load
After Schedule Changes:**

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Student's Signature:

Matriculated students must have their schedule approved by a Curriculum Advisor.

Department Chair's Signature

Date: _____

Date: _____

Student credit load of MORE THAN 18 CREDITS requires the Dean's approval.

School Dean's Signature

Date: _____