



**College of Undergraduate Studies  
Add/Drop Form**

Date: \_\_\_\_\_ Term/Year for action: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Program: \_\_\_\_\_ Major: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address (Street, City, State, Zip): \_\_\_\_\_

**Students are encouraged to complete all schedule adjustment activity via Self-Service Student Planning. If Self-Service is unavailable, this form should be used to add or drop courses only during the designated add/drop period for each section. Do not use this form to process late drops. Students are responsible for checking in Self-Service Student Planning to see that their request has been processed and should contact the Service Central Office immediately if the add/drop is not reflected in Student Planning.**

**To be considered an “on time” drop, the request must be submitted prior to Wednesday of the second week of the semester during fall and spring. Students dropping courses after the drop deadline will receive a “W” grade on their transcript. Refund schedules are posted online at the “Semester Calendar”. Students may not participate in any course for which they are not registered.**

Add  Drop Course/Section: \_\_\_\_\_ Credits: \_\_\_\_ Title: \_\_\_\_\_

Add  Drop Course/Section: \_\_\_\_\_ Credits: \_\_\_\_ Title: \_\_\_\_\_

Add  Drop Course/Section: \_\_\_\_\_ Credits: \_\_\_\_ Title: \_\_\_\_\_

Add  Drop Course/Section: \_\_\_\_\_ Credits: \_\_\_\_ Title: \_\_\_\_\_

Add  Drop Course/Section: \_\_\_\_\_ Credits: \_\_\_\_ Title: \_\_\_\_\_

Add  Drop Course/Section: \_\_\_\_\_ Credits: \_\_\_\_ Title: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Sharon Kitzmiller, EMS