



**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: _____

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Add Drop Course/Section: _____ Credits: ____ Title: _____

Add Drop Course/Section: _____ Credits: ____ Title: _____

Add Drop Course/Section: _____ Credits: ____ Title: _____

Student Signature: _____

Date: _____

EMS Advisor: _____

Date: _____

Sharon Kitzmiller, EMS