



## ADD/DROP FORM

Use this form if you are (1) seeking to add a "by permission only" course; (2) seeking to over-ride prerequisites; (3) accompanying a petition if seeking to add and or drop a course after the registration deadlines; or (4) to drop after the add/drop period with a grade of W.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Mark any that apply: ☐ Student Athlete ☐ International ☐ VA

➤ Conflicting courses must have approval from BOTH instructors!

### ADD COURSES

| Year | Term | Subject | Course # | Section | Title           | Credits | Instructor Signature |
|------|------|---------|----------|---------|-----------------|---------|----------------------|
| 2015 | Fall | ENG     | 299      | 01      | College Writing | 3       | Dr. Coyote           |
|      |      |         |          |         |                 |         |                      |
|      |      |         |          |         |                 |         |                      |
|      |      |         |          |         |                 |         |                      |

### DROP COURSES (This form cannot be used to withdraw from all courses.)

| Year | Term | Subject | Course # | Section | Title | Credits | Instructor Signature | Last Day of Attendance |
|------|------|---------|----------|---------|-------|---------|----------------------|------------------------|
|      |      |         |          |         |       |         |                      |                        |
|      |      |         |          |         |       |         |                      |                        |
|      |      |         |          |         |       |         |                      |                        |

Student Signature required:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature required:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NAIA Athletes must have Compliance Officer or Athletic Directors Signature to DROP a course:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*INTERNATIONAL Students must have International Student Service Coordinator Signature to DROP a course:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### HOLD RESTRICTIONS: (OFFICE USE ONLY)

DEPARTMENT: \_\_\_\_\_

BYPASS: \_\_\_\_ Approved \_\_\_\_ Denied

➔ If hold is not approved to bypass, Add/Drop form will not be accepted until hold is removed from account.

Department Signature: \_\_\_\_\_

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