

Add / Drop Form

Name: _____
Last
First
Middle

Instructions:

1. Complete the entire form with correct information, including course prefix, number and section.
2. If the class has started, you must obtain a signature from the instructor for each course listed.
3. **Obtain an approval signature from your advisor – this is always required.**
4. Bring the completed form to the Registrar’s Office **prior to the add, drop or withdraw deadline.**
 Note: Lab fees are only refundable if you drop the class by the **Drop** deadline.
5. Check the Academic Calendar on the Stephens website, or the Critical Dates card for deadlines.

ADD the following:

Course Number	Section	Title	Instructor	Semester Hours	Instructor’s Signature and Date signed

DROP the following:

Course Number	Section	Title	Instructor	Semester Hours	Instructor’s Signature and Date signed

Course load after change? _____

Note: If your load is more than 18 semester hours, you will be charged an overload fee for each credit hour over 18.

Student Signature: _____ Date: _____

Adviser’s Signature: _____ Date: _____

Date received in the Registrar’s Office: _____