



Office of Registration & Records COURSE ADD/DROP FORM

- Before submitting this form to the Office of Registration and Records, it is recommended that continuing students consult with their faculty advisor; new students in their first semester must consult with the Office of Enrollment Management before submitting this form.
- Instructor or advisor signature may be required to add a course that is full or requires prior approval.
- Students who withdraw or drop all courses during a semester, will be withdrawn from the University

Last Name: _____ First: _____ MI: _____

Telephone: _____ Program: _____ Student ID: _____

Academic Period: Fall Spring Summer: 20_____

ADD Courses

Course No.	Course Name	Section	Units	Day(s)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DROP Courses

Course No.	Course Name	Section	Units	Last Date Of Attendance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

	UNITS
CURRENT # OF UNITS REGISTERED (before add/drop):	
TOTAL # OF UNITS: <input type="checkbox"/> ADDING	
TOTAL # OF UNITS: <input type="checkbox"/> DROPPING	
TOTAL # OF UNITS* REMAINING:	

* If remaining units is **less than 6 units**, you will be ineligible for financial aid and will go into repayment immediately.

If submitting form **AFTER** the published Add/Drop deadline, but before the Withdrawal Deadline, your drop will be considered a course withdrawal and you will receive a "W" in the course.

Student Signature Date: _____

Advisor Signature (if course requires preapproval) Date: _____

Financial Aid Signature (Recommended Signature) Date: _____ Office of Registration & Records Date Processed: _____