



ADD/DROP REQUEST

_____ Year _____ Term

(PLEASE PRINT) **LAST NAME** **FIRST NAME** **MIDDLE** **MAIDEN** **STUDENT ID #**

DROP	SUBJECT	COURSE #	SECTION	TITLE	CREDIT HRS	

ADD	SUBJECT	COURSE #	SECTION	TITLE	CREDIT HRS	Instructor's signature and date needed for a closed section or late registration

If your class meets for:

- May Term: You can get a full refund within 3 calendar days of the start date.
- 14 weeks or more, you can get a full refund within 14 calendar days of the start date.
- 3 to 13 weeks you can get a full refund within 10 calendar days of the start date.
- 2 weeks or less you can get a full refund on the first day of class

Failure to attend a class will not result in a refund. It is the student's responsibility to take the necessary action to withdraw from a class.

____ Total Hours Retained This Semester

_____ Student's Signature

_____ Date