



INSTRUCTIONS

To change official course registration, submit this completed form to the Registrar during the add/drop period posted on the college's Academic Calendar. A completed form contains the signature(s) from the course director/coordinator/professor of record for each course the student wishes to change and the college's Designated Academic Official (indicated below). Ink signatures are required on all forms. Incomplete forms will not be processed. If you intend to completely withdraw from the University, please complete the Official College Withdrawal form available from the Registrar's website and Student Portal.

College	Designated Academic Official
College of Pharmacy	Asst. Dean of Academic Affairs; or Director of EED (if applicable)
College of Medicine	Asst. Dean of Student Affairs
College of Health Sciences	Asst. Dean of Student Affairs & Admissions or Asst. Dean of Curriculum and Assessment
College of Psychology	Asst. Dean of Student Affairs and Admissions

STUDENT INFORMATION

Name: _____
First Middle Last

Student ID #: _____ Program/College: _____ Class of/Cohort: _____

Term (**check one**): Summer Fall Winter Spring Year: _____

List your desired course change(s), obtain required signatures, and submit to the Office of the Registrar. Please refer to your college's add/drop policy for complete information and deadlines

Add/Drop	Course Prefix, #, & section	Course Title	# of Credits	Instructor Signature & Printed Name	Date
<input type="checkbox"/> Add <input type="checkbox"/> Drop	Section:			
<input type="checkbox"/> Add <input type="checkbox"/> Drop	Section:			
<input type="checkbox"/> Add <input type="checkbox"/> Drop	Section:			
<input type="checkbox"/> Add <input type="checkbox"/> Drop	Section:			
<input type="checkbox"/> Add <input type="checkbox"/> Drop	Section:			
<input type="checkbox"/> Add <input type="checkbox"/> Drop	Section:			

Student Signature: _____ Date: _____

Designated Academic Official: _____ Date: _____

Effective Date of Course Add/Drop: _____ (Approved by Designated Academic Official for late add/drop).

OFFICE OF THE REGISTRAR USE ONLY			
Date Received: _____	Date Processed: _____	Processed By: _____	Updated 06/19