

# Drop or Add Classes Request Form – Undergraduate

*For use after the drop/add period only. Return to the Office of Registration and Records.  
For Main Campus Students Only.*

## DROP INFORMATION

- If you drop any courses after the add/drop period, your student account may be impacted. Please consult Student Financial Services before filling out this form.
- Course fees are non-refundable, no matter when you drop.

## ADD INFORMATION

- If your credit hours will be **greater than 16**, you must first complete an **Exception in Registration** form. There are GPA minimums for going beyond 16 credit hours. (See the Academic Catalog.)
- Adding a course **after it has started** *requires instructor written approval*. The registrar's office will seek instructor permission and notify the student through SAU email.
- Internships, Practicums, and Independent Study courses require applications for registration.
- Any credit hours above 16 will be charged an additional per credit hour rate beyond the block tuition. Consult Student Financial Services before filling out this form.

***I have read and understand the Drop and Add information above.***

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

Name (Print): \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Changes apply to \_\_\_ Fall \_\_\_ Interim \_\_\_ Spring \_\_\_ Summer \_\_\_ Year **(Separate form for each term.)**

**NOTE: Requests with incomplete Course Numbers and Sections below will not be processed.**

\_\_\_\_\_ I **only** want to **Drop** a/some class/es.

List the course/s you want to **Drop** with the **Course Number** and **Section** (e.g. ENG 101, sec. 3)

\_\_\_\_\_ I want to **Drop and Add** a/some classes simultaneously in the same term.

List the course/s you want to **Drop** with the **Course Number** and **Section** (e.g. ENG 101, sec. 3)

List the course/s you want to **Add** with the **Course Number** and **Section** (e.g. ENG 101, sec. 3)

\_\_\_\_\_ I **only** want to **Add**.

List the course/s you want to **Add** with the **Course Number** and **Section** (e.g. ENG 101, section 3)

**To withdraw from the University, contact your student success advisor.**

## **For Student Success Advisor or Faculty Advisor**

\_\_\_\_\_ The student's academic plan has been adjusted and approved to reflect these changes.

Initials \_\_\_\_\_ Date \_\_\_\_\_