

# Add/Drop Registration Form

STUDENT ID #: \_\_\_\_\_

Please return this form to the One Stop, room 1300. Students will need to have valid photo ID to process this form. **Note:** This form cannot override pre-requisites. To verify completion of pre-requisites, students must submit the online Course Permission Request form.

For Office Use Only

Semester/Term:  Fall  Spring  Summer Year: \_\_\_\_\_ Student ID# \_\_\_\_\_  
Name: \_\_\_\_\_ Major: \_\_\_\_\_

CHANGES: A = Add D = Drop W = Withdraw Remove W = Remove W to remain enrolled in the class FN/FW to W = Change an FN/FW to W	Course ID	Course ALPHA	Course #	Section #	Change Type (A, D, W, Remove W, FN/FW to W)	Credits

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

**Instructor Permission:** Instructor Signature is required for the following reasons (*check all that apply*)

- Permission to add after add/drop deadline       Permission to add a full course       Permission to remove W to remain in the class  
 Course requires instructor permission (i.e. internship)       Other \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Instructor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

(starting 3rd week of term, please turn in form with instructor signature to One Stop, room 1300 for Academic Dean review)

Academic Dean Signature: \_\_\_\_\_ Academic Dean Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



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A Community & Technical College

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Instructor Signature: \_\_\_\_\_ Instructor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

(starting 3rd week of term, please turn in form with instructor signature to One Stop, room 1300 for Academic Dean review)

Academic Dean Signature: \_\_\_\_\_ Academic Dean Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



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