



Add/Drop Course 453.01

Instructions: This form is to be used by undergraduate or graduate students who wish to add or drop a course. Students registered for less than full-time may have financial aid reduced. Tuition refund information can be found in the Criswell Catalog. Please print and return completed form with all signatures to the Registrar's office.

Fee: \$40.00 per class added or dropped

Please Print Clearly

Full Name: _____ Student ID Number (last 5 digits): _____

Advisor: _____ Semester: _____

Add/Drop	Course ID	Section	Course Title	Professor's Signature	Date Signed	Grade	Last Date of Attendance
<i>Ex. Drop</i>	<i>Ex. SCI101</i>	<i>Ex. A</i>	<i>Ex. Biology I</i>	<i>Ex. Professor's Signature</i>	<i>Ex. 10/10/2010</i>	<i>Ex. W</i>	<i>Ex. 9/28/2010</i>

Reason(s) for drop: _____

Required Signatures (must be signed in the following order):

Student: _____
Signature _____ Date _____

Financial Aid Director: _____
Signature _____ Date _____

Business Office: _____
Signature _____ Date _____

Registrar: _____
Signature _____ Date _____

OFFICE USE ONLY

Business Office: _____ Tuition Charges _____ Tuition Credit _____ Fees _____

Copy sent to VACO with revised Billing Statement for recertification: _____ New Term Hours: _____

Registrar's Office: Entered in CAMS: _____ Date _____ CSM & Fin Aid Notified: _____ LDA Posted in CAMS _____