



# 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): \_\_\_\_\_

Program Director: \_\_\_\_\_ Semester: \_\_\_\_\_

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

Reason(s) for drop: \_\_\_\_\_

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

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

Financial Aid Office: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Accounts Office: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Success Manager:  
(if withdrawing from all courses) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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

**OFFICE USE ONLY**

Business Office: \_\_\_\_\_ Tuition Charges \_\_\_\_\_ Tuition Credit \_\_\_\_\_ Fees \_\_\_\_\_

Registrar's Office: LDA Posted in SONIS: \_\_\_\_\_ Rof Notified: \_\_\_\_\_ Reg Updated in SONIS: \_\_\_\_\_ CSM Notified: \_\_\_\_\_

Copy to Financial Aid \_\_\_\_\_ Copy sent to VACO with revised Billing Statement for recertification: \_\_\_\_\_ New Term Hours: \_\_\_\_\_