



# Add/Drop/Withdraw Course 453.01

**Instructions:** This form is to be used by undergraduate or graduate students who wish to add, to drop, or to withdraw from 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Fee: \$40.00 per class added, dropped, or withdrawn.

Please Print Clearly

Full Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

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

Add/Drop/Withdraw	Course ID	Section	Online	Course Title	Professor's Signature	Date Signed	Last Date of Attendance
<i>Ex. Drop</i>	<i>Ex. THSI01</i>	<i>Ex. L1</i>	<i>Yes or No?</i>	<i>Ex. Biology I</i>	<i>Ex. Professor's Signature</i>	<i>Ex. 10/10/2010</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 Office: \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Director of Student Services:  
(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: \_\_\_\_\_ Prof Notified: \_\_\_\_\_ Reg Updated in SONIS: \_\_\_\_\_ CSM Notified: \_\_\_\_\_

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