



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Fee: \$40.00 per class added, dropped, or withdrawn.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: _____