CRISWELL COLLEGE

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Fee: $40.00 per class added, dropped, or withdrawn.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
Ex. Drop	*Ex. THS101*	*Ex. L1*	*Yes or No?*	*Ex. Biology I*	*Ex. Professor's Signature*	*Ex. 10/10/2010*	*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

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: _____