

## 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Fee: \$40.00 per class added, dropped, or withdrawn.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:									
Financial Aid Office:				Signature			Date	Date	
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Student Accounts Office:									
Director of Student Services:				Signature			Date		
(if withdrawing from all courses)				Signature			Date		
Registrar:				Cimatura			Data		
				Signature			Date	Date	
OFFICE USE ONLY									
Business Office: Tuition Charges Tuition Credit Fees									
Registrar's Office: LDA Posted in SONIS: Prof Notified: Reg Updated in SONIS: _						Reg Updated in SONIS:	CSM Notified:		
Copy to Financial Aid Copy sent to VACO with revised Billing Statement for recertification: New Term Hours:									