

Drop/Add Form

Be advised that some changes will be rejected if:

- a section is filled
- sections become unbalanced
- the reason for changing isn't based on enrolling in a required course

Step 1 _____
Student Name Grad Year

Step 2 Student meets with Advisor to discuss drop/adds

Step 3 Record the drop/adds
 1. Includes a drop and an add to move a class to a different period
 2. DOUBLE CHECK the changes are possible via the Teaching Schedule

*Without instructor initials
form will be rejected!*

Drop	Add	Period	Length			Course Name	(including Study Hall)	Instructor Initials
			Y	S1	S2			
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							

Step 4 _____
Parent/Guardian signature Date

Step 5 _____
Advisor signature Date

Step 6 Submit form to the Registrar

Approved If schedule is attached, please give it to your advisee

Denied Reason(s):

- Section full for one of the drop/add classes _____
- Section balancing prevents any drop/adds
- Impossible change requested via the Teaching Schedule
- Other: _____

Denials may be **appealed** to the Registrar