

Student Information:

Banner ID #: _____ Class Year: _____

Last Name, First Name: _____

Course DROP Information (if applicable):

(1) CRN #: _____ Subject: _____ Course #: _____ Section #: _____ Title: _____

(2) CRN #: _____ Subject: _____ Course #: _____ Section #: _____ Title: _____

Please Note: If dropping a course will bring your enrollment below full-time status (minimum of 12 credits), the drop will only be approved once you have successfully added another course to maintain full-time enrollment.

Course ADD Information:

(1) CRN #: _____ Subject: _____ Course #: _____ Section #: _____ Title: _____

Instructor Signature: _____ Date: _____

Chair/Program Director Signature: _____ Date: _____

(2) CRN #: _____ Subject: _____ Course #: _____ Section #: _____ Title: _____

Instructor Signature: _____ Date: _____

Chair/Program Director Signature: _____ Date: _____

Please Note: Adding any course after it has met for 3 contact hours requires written approval from the instructor and the department chair or program director of the course. Once a course has met for 6 contact hours, the Student Success Center must also provide written authorization. See "Important Deadlines" below for additional information.

Important Deadlines:

- **From 01/21/2026 until 01/27/2026:** Return this form with signatures from the *instructor and department chair or program director* to the Office of the Registrar – Harkins Hall 310.
- **For Late Adjustments Beginning 01/28/2026:** Return this form with signatures from the *instructor and department chair or program director* to the Student Success Center – Phillips Memorial Library, 2nd Floor. *Please Note: Students who add courses after January 27th are subject to a late registration fee of \$150 per course.*

Student Acknowledgements:

By signing below, I acknowledge the following (check all that apply):

If I am dropping a course, I understand that I may need to make up the necessary program requirements and/or credits at a later date. I will discuss the implications of any dropped courses with my academic advisor.

I am responsible for catching up on any missed work in the course that I am adding to my schedule.

If I am adding courses after January 27th, a late fee of \$150 per course will be charged to my tuition bill, per college policy.

Student Signature: _____ Date: _____

For Administrative Use (only necessary after 01/27/2026)

SSC Signature: _____ Date: _____

Add Late Fee: Yes: No: