

**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: ☐