



ADD / DROP FORM

RECEIVED

Office use only

Term: _____

P _____

THIS IS NOT A TOTAL WITHDRAWAL FORM. If you are attempting to withdraw from all your courses in a particular term, please use the Total Withdrawal Form, available at the Registrar's Office or online at www.uaf.edu/reg/forms/.

Use this form to:

Add individual courses after the first day of instruction

- OR -

Drop or withdraw from individual courses after the first day of instruction, but before the last day of student-initiated withdrawals.

NOTE: These changes are not official until all steps are completed, including payment of any charges that are due.

NAME: _____
(LAST) (FIRST) (MIDDLE)

UA ID: _____
(8 digits)

SEMESTER OF ENROLLMENT: Year 20____ Fall Spring Summer **Date of Birth (MM/DD/YYYY):** _____

ADD A COURSE

1. To add a course, submit this form to the Registrar's Office prior to the last day of late registration.
2. Your advisor's signature is required ONLY for an overload or if you are adding after the last day of late registration.
3. Instructor's signature is required ONLY after the last day of late registration.

CRN	Dept	Course #	Section #	Course Title	Credits	✓ Audit	Instructor Signature (when required)

OVERLOAD APPROVAL: To register for 19 or more credits, students must have a 3.00 cumulative GPA and advisor approval.
Total number of credits allowed for semester: _____ Advisor's Initials _____ (also print and sign below)

DROP or WITHDRAW FROM A COURSE

1. To drop/withdraw from a course, submit this form to the Registrar's Office prior to the last day of student-initiated withdrawals.
2. Advisor's signature is required after last day of late registration.

CRN	Dept	Course #	Section #	Course Title	Credits	Instructor Signature (when required)

CHANGE FROM CREDIT TO AUDIT

1. You must be currently enrolled in the class for credit to use this form to change to audit.
2. Submit this form to the Registrar's Office prior to the last day to withdraw.
3. Your advisor's signature is required ONLY if changing to audit after the last day of late registration.
4. Your instructor's signature is required ONLY if changing to audit after the 3rd Friday after classes begin.

CRN	Dept	Course #	Section #	Course Title	Credits	Instructor Signature (when required)

Student's Signature _____ Date _____

Advisor's Printed Name _____ Advisor's Signature _____ Date _____

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Processed by: _____ Date: _____

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