

Barcode label  
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# ADD / DROP FORM



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Term: \_\_\_\_\_

P \_\_\_\_\_

- **THIS IS NOT A TOTAL WITHDRAWAL FORM.** If attempting to withdraw from all courses or your only course for a particular term, you will need to use the Total Withdrawal Form which is available at the Registrar's Office or online at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/).
- Use this form to add individual courses after the first day of instruction or use this form to 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. Retain your computer printed schedule bill until the end of the semester when grades are posted. Bring this copy if questioning transactions.

PLEASE PRINT CAREFULLY – Complete all information requested below

**NAME:** \_\_\_\_\_ **UA ID #** \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE) (8 digits only)

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

**LOCAL MAILING ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
(CITY) (STATE) (ZIP)

**PHONE NUMBERS**

Home Phone: \_\_\_\_\_  
Day Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**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	Crse #	Sec #	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 overall # 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 \_\_\_\_\_

**ADMISSIONS & REGISTRAR'S OFFICE**

Processed by \_\_\_\_\_ Date \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_