



ADD / DROP FORM

RECEIVED

Office use only

Term: _____

P _____

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. Submit this form to the Office of the Registrar prior to the add/drop deadline.
2. Your advisor's signature is required ONLY for an overload.
3. Instructor's signature is required ONLY after the add/drop deadline or when a course requires additional permission.

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

OVERLOAD APPROVAL: To register for 19 to 23 credits, students must have a 3.00 cumulative GPA, as well as advisor approval. If the student's GPA is below 3.00 or the student is requesting more than 23 credits, dean approval is also required. Total number of credits allowed for semester: _____

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

Dean's Printed Name _____ Dean's Signature _____ Date _____

DROP FROM A COURSE

Submit this form to the Office of the Registrar prior to the add/drop deadline.

CRN	Dept	Course #	Section #	Course Title	Credits

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. The course must have the audit option available.
4. Your instructor's signature is required ONLY if changing to audit after the add/drop deadline.
3. Submit this form to the Office of the Registrar prior to the last day to withdraw.

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

Student's Signature _____ Date _____

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Processed by: _____ Date: _____

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