

## PETITION TO ADD / DROP COURSES

**Adding & Dropping Courses.** Courses added or dropped prior to start of classes do not need the instructor's signature on the Petition To Add/Drop Courses form. To **add or drop** courses within the first two class meetings requires the signature of the instructor as to his or her acknowledgement of the add or drop. **Adding** a course after two class meetings, requires the signature of the instructor showing his or her approval to add the course.

It is the student's responsibility to make sure that there are no conflicts in the schedule change.  
 There is a **\$10 fee** to process a student's add/drop request after the first week of classes.

Student: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

### ADD COURSE(S)

Code	Credits	Course Title	Instructor	Added Tuition

### DROP COURSE(S)

Code	Credits	Course Title	Instructor	Subtracted Tuition

<b>Balance</b>		\$	
ADDITION OR SUBTRACTION	+/--	\$	
<b>Balance</b>		\$	
<b>TOTAL PAID</b>	--	\$	
REMAINING BALANCE		\$	

Student Signature	Date	Cashier	Date
Instructor (if required)	Date	Registrar	Date