

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. Adding a course(s) within the first two class meetings requires the instructor's approval and signature.

It is the student's responsibility to make sure that there are no conflicts in the schedule. There is a **\$30 per class fee** to process a student's 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

Tuition Added	\$
Credited Tuition	\$
Drop Fee (\$30 per class)	\$
TOTAL PAID	
REMAINING BALANCE**	

****BY SIGNING BELOW, I (THE STUDENT) HAVE AGREED TO ATTEND AND PAY FOR THE CLASSES LISTED ABOVE. IF TUITION WAS NOT PAID IN FULL, I AGREE TO CONTACT THE ACCOUNTING OFFICE TO ARRANGE FOR PAYMENT. I UNDERSTAND THAT REGISTRATION FOR ADDED COURSES WILL NOT BE PROCESSED UNTIL PAYMENT IS CONFIRMED OR ARRANGEMENTS TO PAY HAVE BEEN MADE WITH THE ACCOUNTING OFFICE. I ALSO AGREE TO CHECK MY PIHMA EMAIL ACCOUNT ON A WEEKLY BASIS.**

_____	_____	_____	_____
Student Signature	Date	*Accounting Approval or Payment Recpt	Date
_____	_____	_____	_____
Instructor (if required)	Date	Registrar	Date

**Accounting approval is not required for adding course to a future semester if you registration has already been approved and accepted*

