



### Petition to Add/Drop Form

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 Name:**

**Semester/Year:**

**Add Course(s):**

Code	Credits	Course Title	Instructor	Added Tuition

**Drop Course(s):**

Code	Credits	Course Title	Instructor	Credited Tuition

*\*A \$30 per class drop fee will be added if drop form is received by the registrar after the end of the add-drop period published on the schedule.*

**\*\*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 and 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.**

<b>Tuition Added</b>	\$
<b>Credited Tuition</b>	\$
<b>Drop Fee (\$30 per class)</b>	\$
<b>TOTAL PAID</b>	\$
<b>REMAINING BALANCE</b>	\$

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Instructor                                      Date

\_\_\_\_\_  
Accounting Approval or Payment                      Date

\_\_\_\_\_  
Registrar    Date

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