

Adding, Dropping, & Withdrawing from Courses

Procedure:

- ◆ Submit completed form to the Registration Office
- ◆ Confirmation of your add/drop/withdrawal will be sent to you within one week. If you do not receive your copy, please notify the Registration Office immediately. There is a \$50 fee for courses that are added or dropped after the add/drop deadline, and Student Services Fees are non-refundable after the add/drop deadline.

Deadline for ADDING/DROPPING courses:

- ◆ **The Add/Drop deadline for the Fall 2018 semester is Friday, September 14.** Alternating and Half semester courses who hold their first class meeting after the add/drop deadline can be dropped immediately online, or by 10:00 a.m. the next morning. Phone calls are not permitted for the drop process.
- ◆ If students choose to drop the course after the above schedule it will be considered a withdrawal and the student will be responsible for any outstanding balances owed.

Deadline for WITHDRAWING from courses:

- ◆ Students may withdraw from a course through the last day of classes for the session. However, the amount of tuition refunded (if any) will depend on the date this form is submitted to the Registration Office. Please see below for details.
- ◆ When a course is withdrawn after the add/drop period (see deadlines above), a 'W' (withdrawn) will appear on the transcript.

Refunds:

- ◆ When you are WITHDRAWING from a course and requesting a tuition refund that differs in amount from that allowed under current policy (check general refund schedule below), please complete the reverse side of this petition, the Tuition Refund Form.
- ◆ Under special circumstances, you may use the reverse side of this form to request a waiver for the ADD/DROP fee.

General Refund Schedule:

Refunds on all courses shall follow this general refund schedule:

Full semester courses: First week of class: 100% refund; Second week of class: 80% refund; Fourth week of class: 30% refund; End of Session: No refund. Half semester courses: First class: 100%; Second class: 50%; Third class: 30%; End of Session: No refund. Weekend courses: First class: 100% refund if dropped by Noon on the same day online or at the Registration Services Desk. 50% refund after the 7 hours of class; 30% refund by the 14th hours of class. Reading week and Intensive courses: First class: 100% refund; Second class: 50%; Third class: 30% refund. Fourth class through End of week: No refund.



By checking the box and signing below you certify that you understand and agree with the above policies and accept responsibility for all charges. Checking the box and your signature below is required to process your form.

Name _____ Today's Date _____

ID# _____ PH# _____ BOX# _____

Course(s) **ADDED*** _____ Course(s) **DROPPED/WITHDRAWN*** _____

Degree _____ Semester/Year (in which this course is registered) _____

Student Signature _____

International Student Advisor Signature (DSO): _____

(For Office Use)

The following action was taken on your request:

Course(s) ADDED _____ **Date** _____

**Course(s) DROPPED/
WITHDRAWN** _____ **Initials** _____

General Petition

ADD/DROP FEE WAIVER

Name: _____

Date: _____

PH#: _____

ID#: _____

Instructions: State your request and whatever reasons might justify its being granted. Leave the completed form at the Registration Office Student Services Desk. You will be notified of a decision as soon as action is taken.

Student's Signature: _____

Note: When a petition relates to the fulfillment of course or curricular requirements, the course instructor must sign it. Comments may also be included. Without this endorsement, the registrar will not be able to consider your petition.

The following action has been taken on your petition: