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Office of the Registrar

Warren Hall

**DROP/ADD FORM**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner Student ID#\_\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_**

First M.I. Last

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **CRN#** | **Credits** |  |
| **DROP** | | | |
|  |  |  | **Bill Adjustment/Liability Schedule for Courses 8 weeks or Longer**  Prior to 1st day of the semester…………0 % liability  1st week of classes…………………….25 % liability  2nd week of classes……………………50 % liability  (Use Withdrawal Form after 10th day of semester)  **Bill Adjustment/Liability Schedule for Most Courses Less than 8 weeks**  Prior to 1st day of the semester………….0 % liability  2nd day of classes: 50% liability  Use Withdrawal Form by the end of the 3rd day of term:  Full liability after 4th day of short term |
|  |  |  |
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|  |  |  |
| **ADD** | | | |
|  |  |  | Advisor Comments: |
|  |  |  |
|  |  |  |
|  |  |  |

\_\_\_\_ Complete drop from semester\*

\_\_\_\_ Administrative Change

\_\_\_\_ Total Credits after change

Student Signature

Office of Student Success/Wilton Staff (required)

\*Students receiving financial aid are strongly encouraged to contact the Financial Aid Office.

**FOR REGISTRAR’S OFFICE USE ONLY**

Initials: \_\_\_\_\_\_\_\_\_\_\_

Date Processed: \_\_\_\_\_\_\_\_\_\_\_

Updated 4/21/2017 – valid for coursework through Summer 2017