

## Registration – Add/Drop & Withdrawal Form

(Form May Be Copied), v1.1



**Instructions:**

Step 1: Complete form in **ink** and **print clearly**

Step 2: Obtain faculty or advisor signature **to drop a course**

Step 3: **If you receive financial aid**, obtain financial aid signature for **Withdrawals after Add/Drop Period**

Step 4: **If you are dropping your last class**, obtain Advisement Center signature (Room 160 Student Services Building)

Step 5: **Submit form to Registrar's Office -- (Class will be dropped on date Form is submitted to Registrar's Office)**

STUDENT INFORMATION – All Fields Required for Processing						
Student ID:		Program of Study:				
Last Name:		First Name:		MI:	Date of Birth:	
Address:						
City:			State:		ZIP Code:	
Telephone: (Home)		(Cell)		Email:		@student.seark.edu
COURSE INFORMATION						
<i>Please check the appropriate box: Year 20_____</i>						
Term: <input type="checkbox"/> Fall - 16 weeks <input type="checkbox"/> Spring - 16 weeks <input type="checkbox"/> Summer - I 1 <sup>st</sup> 4 weeks <input type="checkbox"/> Intersession - 2 weeks <input type="checkbox"/> Fall - 1 <sup>st</sup> 8 weeks <input type="checkbox"/> Spring - 1 <sup>st</sup> 8 weeks <input type="checkbox"/> Summer - II 2 <sup>nd</sup> 4 weeks <input type="checkbox"/> Fall - 2 <sup>nd</sup> 8 weeks <input type="checkbox"/> Spring - 2 <sup>nd</sup> 8 weeks <input type="checkbox"/> Summer - E 8 weeks						
ADD					Official Use Only	
Course Prefix & No.	Section	Course Name	Class Meets		Credit Hours	Override Signature
			Day(s)	Time(s)		<b>"if"</b> Needed
<b>Added Credit Hours:</b>						
DROP						
Course Prefix & No.	Section	Course Name	Class Meets		Credit Hours	Faculty or Advisor Signature
			Day(s)	Time(s)		
<b>Credit Hours Dropped:</b>						
<b>Total Credit Hours Remaining:</b>					*	<b>12 Hours = Fulltime</b>
<b>*TOTAL WITHDRAWAL - MUST SEE ADVISEMENT CENTER – Room 160</b>						

Student Signature: \_\_\_\_\_ Date Submitted to Registrar's Office: \_\_\_\_\_

OFFICE USE ONLY	
Financial Aid Approved By:	
*Advisement Center Approved By:	
Registrar's Office Processed By:	Date: