



Add/Drop Request Form

Today's Date: _____

Student Name: _____

Student ID: _____

Term (circle one): Fall/Spring/Summer

Session (circle one): I II III Other: _____

Daytime Phone: _____

Evening Phone: _____

Student Financial Services/Student Accounting (for office use only):

Past Add/Drop Deadline: Yes No
 Return to Title IV Calculated: Yes No
 Post-Drop Balance Due: Yes No

Financial Aid has been disbursed: Yes No
 Tuition Adjusted per Refund Calc: Yes No
 Balance Due From Student: _____

SFS/SA Signature: _____

Student Advising (for office use only):

Drop Request Reviewed by Advisor: Yes No

Advisor Comments: _____

Advisor Signature: _____

Review Waived by Registrar: Yes Initials: _____

Add (please complete all sections other than those for "office use only," or your form may not be processed)

Course Number	Section	Course Title	Academic Signature Indicating Instructor's Approval (see below)

- 1) Payment for add requests must be included with form.
- 2) Instructor's approval required for a course that has met once
- 3) It is not permitted to add a course if the course has met twice.
- 4) Students will be charged a \$50 fee for each form received after the Late Registration Date.

Drop (please complete all sections other than those for "office use only," or your form may not be processed)

Course Number	Section	Course Title	Office Use Only LDA

- 1) Students will be charged a \$50 fee for each form received after the Late Registration Date.
- 2) Check the current Argosy University catalog for complete tuition, fee and refund information.

(Advisor, and Student Financial Services or Student Accounting signatures are required prior to submission to the Registrar's office)

Student Signature: _____

Date: _____

Registrar's Signature: _____

Date: _____