

Add/Drop Form

Return to the Office of Registration and Records by email at reg@naz.edu. **This form cannot be used to drop all registered courses** - please contact Academic Advisement (advisement@naz.edu) if you need to drop all courses. This will require an official leave or withdrawal.

Undergraduate Procedures

- Add/drop via NazNet Self-Service through the first week of classes unless you are in your first semester at Nazareth (advisor approval needed).
- Dropping courses after first week requires advisor signature. A grade of 'W' or 'F' is assigned, per the published academic deadlines. Grades of 'W' do not factor into GPA but do remain on your transcript.
- Twelve or more credits is full-time; less than twelve is part-time. Full-time students should complete a minimum of 15 credits per semester to meet the minimum 120 credits required for a bachelor's degree (or a timely graduation).
- Courses with corequisites (such as science lecture/lab courses) must be dropped or added together.
- If you are considering withdrawing from a course and are a recipient of federal or institutional financial aid, we encourage you to reach out to the financial aid office to inquire if withdrawing from a course(s) may impact your financial aid eligibility.
- For the Fall and Spring semesters, the Friday of the first week of classes is the last day students may reduce their credit load (from full-time to part-time) without incurring full-time tuition liability.

Graduate Procedures

- Add/drop via NazNet Self-Service through the first week of classes. May add a class during the second week of the semester **ONLY** if the class has not met twice – contact Registrar's Office for assistance during the second week. A grade of 'W' or 'F' is assigned for drops, per the published academic deadlines. Grades of 'W' do not factor into GPA but do remain on your transcript.
- Nine credits or more is full-time; less than nine is part-time.
- If you are considering withdrawing from a course and are a recipient of federal or institutional financial aid, we encourage you to reach out to the financial aid office to inquire if withdrawing from a course(s) may impact your financial aid eligibility.

YEAR 20_____ TERM ☐Fall ☐Spring ☐Summer A ☐Summer B Student ID#_____

Last Name

First Name

Cell Phone

DROP COURSE(S)		
Course No. (ex: EDU*501)	Section (ex: 01)	Credit Hours

ADD COURSE(S)		
Course No. (ex: ENGL*230)	Section (ex: 01)	Credit Hours

*Please note: if a course is full, we must receive an email from the instructor to increase the cap on the course.

Total credits **before**
change above

Total credits **after**
change above*

Student Signature/Date

Advisor Signature/Date