NAZARETH UNIVERSITY

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** the Registration & Records Office if you need to drop all courses.

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)*. Adding a closed course requires signature of the instructor, as well as confirmation of room capacity.
- Dropping courses after first week requires advisor and instructor signatures. 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.

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.
- Must be registered in a minimum of six credits to be eligible for federal loans; dropping below six credits may result in loss of loans and may require immediate payment of any remaining registered credits. Contact Financial Aid to determine how dropping a course will impact your financial aid.

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	Advisor signature	Instructor signature

ADD COURSE(S)

Course No. (ex: ENGL*230)	Section (ex: 01)	Credit Hours	Advisor signature	Instructor signature

Total credits **before** change above ☐ Total credits **after** change above* ☐

*Undergraduate students ***dropping below 12 credits*** must obtain Financial Aid approval. If registering for more than 19 credits (overload) you must submit an approved petition.

_____ _____

Student Signature/Date Financial Aid Signature/Date
(required only if undergraduate dropping below 12 credits)

Processed by: _____ Date:_____