

COURSE DROP/ADD/WITHDRAWAL FORM

Return form to the Registrar and Graduate Student Services Office, Smyth Hall, Rm #1

Term _____ Student ID# _____

Last Name _____ First Name _____ M.I. _____

Cell Phone _____ Day/Eve Phone _____

- this is my first term at Nazareth College
- Athletic Team International Student

All Students:

Procedures for adding and dropping classes can be found on the back of this form.

Office Use Only	UG or GR
Processed by: _____	Date: _____
<input type="checkbox"/> Term Withdrawal	<input type="checkbox"/> Defer Start
<input type="checkbox"/> Program Withdrawal	
Financial Aid Office _____	
<i>Initial</i>	<i>Date</i>

DROP COURSE(S)					
Course No. (ex. EDU 501)	Section (ex. 01)	Credit Hours	Date of last class attended	Advisor signature	Instructor signature and date ** procedures on BACK **

ADD COURSE(S)				
Course No. (ex. ENGL 203G)	Section (ex. 02)	Credit Hours	Advisor signature	Instructor signature and date ** procedures on BACK **

Total Credit Hours	Before Change	After Change

_____ Student Signature _____ Date

Undergraduate Procedures

Dropping Classes:

1. Can drop classes using Naznet through the first week of the semester. ****see #3 if going below 12 credits****
2. After first week, need instructor to sign this form. 'W' or 'F' grade assigned as per the academic calendar published deadlines.
**** First time freshmen and first time transfer students need their *advisor* and *instructor* signature to drop a class.**
3. If dropping from full-time to part-time status (going below 12 credits), take this form to the Financial Aid Office for approval.
4. Dropping ALL classes, this form must be used (cannot do on-line)

Adding Classes:

1. Can add classes using Naznet through the first week of the semester (on a space available basis only).
2. Adding a closed class requires student to be on the waitlist and the signature of the instructor teaching the class.
3. If going into overload (more than 17 credits for Non-Music majors, 17.5 for Music majors), please see the Academic Policies and Procedures Handbook.
4. First time freshmen and first time transfer students need their *advisor* and *instructor* signature to add a class.

Graduate Procedures

Consult on-line term registration brochure for drop/add period refund/grade schedule.

Dropping Classes:

1. Nine credits or more is full-time; less than nine is part-time. Selected clinical or practicum courses may qualify a student as full-time, regardless of registered credits. Contact Graduate Student Services for more information.
2. Must be registered in a minimum of six credits to be eligible for student loans; dropping below six credits may result in loss of loans and immediate payment of any remaining registered credits. Contact Financial Aid to determine how dropping a course will impact your financial aid.

Adding Classes:

1. Can add classes using Naznet through the first week of the semester (on a space available basis only).
2. May add a class during the second week of classes **ONLY** if the class has met just once. If two class meetings have taken place, class cannot be added. Contact Graduate Student Services for assistance in adding a class during the second week.