Add/Drop a Class Request Form

Instructions

Before you add or drop a class:

1. Contact Student Accounts and Financial Aid offices to determine how this impacts your financial obligations to the College.
2. Talk to your advisor to determine how this impacts your prerequisites for future semester classes and/or graduation.
3. Student athletes must contact Athletics to determine if this impacts your eligibility to play in a sport.
4. Submit this form to the Registrar's Office using one of the methods listed below.
5. Once received, the Registrar's Office will process your add/drop and notify you by email.
6. If you wish to drop **ALL** of your classes, contact the Advising Office, to take a leave of absence or officially withdraw from the College.

Last Name: _____ First Name: _____

Student ID: _____ Year: _____ Term: _____

Dept & Course (e.g. CM-120)	Title (e.g. Communications Seminar)	Add/Drop (A or D)	# Credits	Instructor Signature (only for add requests *after* start of term)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If you stop attending classes (whether or not you officially withdraw) after the census date and before the 60% date, your financial aid will decrease, leading to a possible balance owed. Always consult Student Accounts and Financial Aid before you stop attending any or all classes.

My physical/digital signature verifies that I understand the financial and academic implications of this add/drop request and that I have contacted the appropriate offices listed above.

Signature: _____ Date: _____

Submit this form to the Registrar's Office in FO144 or use one of the methods listed below:

Registrar's Office
Alverno College   Phone: 414-382-8370
PO Box 343922   Fax: 414-382-6478
Milwaukee, WI 53234-3922 registrar@alverno.edu

OFFICE USE ONLY

Date Received: _____ Initials: _____

Date Completed: _____

Notes: _____