

Ohio Northern University - ADD/DROP Course Request Form



STUDENT ID#	(NAME) LAST	FIRST	MIDDLE	MAJOR	TERM	YEAR
Courses to ADD						
CRN	SUBJECT	COURSE	SECTION	CREDIT HRS	Office Use	
TOTAL						

Courses to DROP						
CRN	SUBJECT	COURSE	SECTION	CREDIT HRS	Office Use	



IF COMPLETE WITHDRAWAL, CHECK HERE

Signatures required:

Advisor Signature and Date:

Dean, Associate Dean, or Assistant Dean Signature and Date:

Office of Residence Life Signature and Date (*if in residence hall*):

Controller Signature and Date:

_____ STUDENT Signature
_____ ADVISOR Signature

Please complete ALL that apply:

I am enrolling in over 19 hours total (18 hours total for Law students). Total number of hours: _____

Signature of Dean, Associate Dean, or Assistant Dean: _____ Date: _____

I am adding a course(s) late (7 days or more after the term has begun).

Signature of Dean, Associate Dean, or Assistant Dean: _____ Date: _____

There is a time conflict for two courses for which I plan to enroll.

First Course Instructor Signature and Date: _____ Second Course Instructor Signature and Date: _____

My total number of hours is dropping below 12 (not full-time enrollment).

(required for all)
Financial Aid Officer Signature and Date:

(required for student athletes)
Athletic Director Signature and Date:

(required for international students)
Academic Affairs Signature and Date:

IF HOLDS, CHECK HERE

Signature(s) required:

Controller/Date: _____
Admissions/Date: _____

Human Resources/Date: _____
Other/Date: _____

For Registrar's Use Only:

Taken by: _____ Date: _____

Processed by: _____ Date: _____