



### Add/ Drop Form

Fall  Summer  Spring  Winter Year \_\_\_\_\_

Student Name \_\_\_\_\_

Student ID # \_\_\_\_\_

Hours Previously Scheduled \_\_\_\_\_

Date \_\_\_\_\_

Drop	Add	Credit	Audit	Dept	Course #	Lab or Section	Course Title	Hours
SAMPLE ✓		✓		BIB	203	C		3

Final number of hours scheduled \_\_\_\_\_

**Fee: \$15** (assessed if received after Registration Day)

Approved: Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

Registrar's Office | 2001 W. Lehigh Avenue, Philadelphia, PA 19132 | (215) 329-5400 ext.11



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## DROP-ADD PROCEDURES

Use the **DROP-ADD form** if you have previously registered during a **specific term**, and wish to change your original schedule. You may **ONLY ADD** courses **before** the first class begins and you may **DROP** courses **WITHOUT** grade or financial penalties **before** the second class begins. **Note – Use the LBC/ CUTS COURSE WITHDRAWAL form after the first two weeks of classes.**

To insure that your changes are processed in a timely manner, please complete **ALL** of the information on the Drop-Add form, and return it to the L.B.C./C.U.T.S **Registrar's Office** (via USPS, fax, electronic scan):

1. **"Term/ Year"** – Indicate by checkmark the term and record the academic year to which you are making course changes (*i.e.* **√Fall 2012**). *Note* you must use a separate form for each term to which you are making changes.
2. **"Name"** – Print your full name;
3. **"Student ID"** – If you know it, indicate your 5-digit student number (assigned to you after your acceptance; also available from LBC/ CUTS Registrar);
4. **"Degree Program"** – IMPORTANT! Indicate your current degree program;
5. **"Academic Advisor"** – IMPORTANT! Print the name of your academic adviser;
6. **"Drop"/ "Add"** - Indicate by checkmark if the transaction is a drop or add (follow example indicated);
- 7a. **"Course Code, Number, Section"** – Indicate the code, number, and if applicable, section and title of desired course.
- 7b. **"Number classes attended, Module #"** - Indicate number of classes you attended; and the module number of course.
8. **"Total Original Registered Credits"** – IMPORTANT! Indicate the total number of credits for which you originally registered (*before making changes to your schedule*).
9. **"Credits Dropped"** – Indicate the total number of credits you are dropping;
10. **"Credits Added"** - Indicate the total number of credits you are adding;
11. **"Total New Registered Credits"** - Indicate the total number of credits for which you will be registered **AFTER** making changes to your schedule.
12. **"Reason for Drop"** - Indicate the reason you are dropping the course. Use **ONLY** when not adding an alternate course.
13. **"I Have/ Not Received a Refund"** - IMPORTANT! Checkmark if you have or have not yet received a tuition refund check for the current term.
14. **"Student Signature"** – IMPORTANT! Be sure to sign your Drop-Add form. – LBC/CUTS Registrar **WILL NOT MAKE** changes to your schedule **WITHOUT YOUR SIGNATURE**. **"Date"** - Indicate the date that you are completing this form.
15. **"Academic Advisor Signature"** – IMPORTANT! Be sure to have your Advisor **sign and date** your Drop-Add form.
16. **"Student Accounts Manager's Signature"** – LBC/CUTS Registrar will obtain this signature. **Your Student Accounts Manager must approve ALL credit changes.** LBC/CUTS Registrar **IS UNABLE TO MAKE** changes to your schedule **WITHOUT THE STUDENT ACCOUNT MANAGER'S APPROVAL.** rev.072514

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