



ADD & DROP FORM

Add or drop courses will not be official and recorded, unless this form is filled and signed by the student and academic dean.

STUDENT ID # _____ **QUARTER** _____ **YEAR** _____

STUDENT NAME _____
Last *First* *Middle*

ADD			DROP		
COURSE NO.	COURSE TITLE	UNITS	COURSE NO.	COURSE TITLE	UNITS
1. _____	_____	_____	1. _____	_____	_____
2. _____	_____	_____	2. _____	_____	_____
3. _____	_____	_____	3. _____	_____	_____
RECEIPT # _____			LAST DAY OF ATTENDANCE _____		
AMOUNT: \$ _____					

NUMBER OF UNITS ADDED _____ **NUMBER OF UNITS DROPPED** _____

NUMBER OF UNITS TAKEN THIS QUARTER AFTER ADD & DROP _____

REASON FOR DROPPING THE COURSES _____

STUDENT IS MEETING SAP REQUIREMENTS: YES NO; REQUEST IS DENIED

STUDENT SIGNATURE _____

DATE _____

FINANCE OFFICER _____

DATE _____

ACADEMIC DEAN _____

DATE _____

RECORDED BY REGISTRAR _____

DATE _____