AULTMAN COLLEGE

REGISTRATION ADD/DROP/WITHDRAWAL FORM

For Office Use Only	*Add/Drop Fee Paid*
_____ _____ *Date Received* *Date Processed*	*❒ Yes* *❒ No*
❒ Official *❒ Unofficial*	*❒ Fee Waived* *Reason:* _____

INSTRUCTIONS: Complete the form and submit to the College Main Office, email to your advisor or Fax to 330-580-6654.

- **ADD: To add a course to your current schedule during the Add/Drop period at the beginning of each semester**
- **DROP: To delete a course from your current schedule (without receiving a W grade) during the Add/Drop period at the beginning of each semester**
- **WITHDRAWAL FROM A COURSE: To drop out of a course from your current schedule (you will receive a W grade) after the Add/Drop period and before the Last Day to Withdraw**
- **NOTE: Withdrawal from a course, will impact your enrollment in co-requisite courses. Withdrawal from a course is counted as an attempt per course.**
- **DROPPING BELOW SIX HOURS: Will impact financial aid eligibility.**

A $20.00 Add/Drop Fee will be assessed for ALL changes in registration after the official add/drop date.

Fill out this section completely. (Please Print)			
FIRST NAME	M.	LAST NAME	TELEPHONE NUMBER
TERM: ❒FALL ❒SPRING ❒ SUMMER YEAR: 20____		DEGREE: ❒ASSOCIATES ❒BACHELORS ❒ CCP	
Total Hours **Before** DROP/ADD/WITHDRAWAL:		Total Hours **After** DROP/ADD/WITHDRAWAL :	
_____ STUDENT SIGNATURE		_____ DATE	

CHECK AND COMPLETE WHICH INFORMATION YOU WOULD LIKE CHANGED BELOW:

❒ ADD COURSE(S)

CRN #	DEPT CODE	COURSE NAME	CREDITS	DAY/TIME OF COURSE

❒ DROP/WITHDRAW COURSE(S)

CRN #	DEPT CODE	COURSE NAME	CREDITS	REASON FOR DROP/WITHDRAW

Faculty Signature or Attach Faculty Email Verification:

_____

Revised 4/22/11; 04/13/15; 06/25/15; 07/31/15; 08/19/16; 09/01/16; 01/31/17; 08/09/2017; 11/09/18; 08/29/19