

Add/Drop Form

Student Name (please print): _____

ADD

You may only add courses to your schedule up until the end of Open Enrollment (1st Friday of the semester). After that time you may drop or withdraw from courses but you will no longer be able to add classes to the semester. Adding over 18 credits may affect your tuition/fees and financial aid. If you are unsure of the affect on your tuition/fees and financial aid, please see the Business Office and the Financial Aid Office.

Course #:	Course Title:	Number of Credits:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DROP

Courses dropped during Open Enrollement will not appear on your official transcripts. Dropped Courses will not be considered official unless this form is completed and on file in the Registrar's Office. A verbal notification to the instructor will not be honored. The course title and a "W" will appear on the student's transcript for classes dropped during the 2nd through the 10th week of the semester. This will not affect your grade point average. After the 10th week you cannot drop a class from your schedule. Dropping a course or courses may affect your tuition/fees and financial aid. If you are unsure of the affect on your tuition/fees and financial aid, please see the Business Office and the Financial Aid Office.

Course #:	Course Title:	Number of Credits:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any refund due is based on the refund schedule as printed in the MIAD Student Handbook and is effective the date this form is received in the Registrar's Office.

Semester: Fall 20____ Spring 20____ Summer 20____

Student Signature:

Number of credits before change: _____

Number of credits after change: _____

Registrar's Office Representative Signature:

Changes were made to this schedule:

Before or during the open enrollment period (students will be refunded 100% of the cost and will not have courses appear on transcript).

After Open Enrollment Period (between 2nd and 10th week)

Date: _____

There has been a change in student status.

Send copy to:

Kathy Peterburs, Financial Aid
JoAnne Darula, Business Office