

The official date used to determine if the student is entitled to a tuition refund is the date the STUDENT submits the Add/Drop Form in the Student Records Office, 106 Steele Hall.

### ADD/DROP FORM

**PRINT AND PRESS HARD**  
PLEASE READ THE INSTRUCTIONS IN  
TIME SCHEDULE OF CLASSES

SUID NUMBER				LAST NAME			FIRST NAME			MIDDLE INITIAL	COLLEGE	CLASS	TERM		

DROP	CLASS NUMBER	DEPT PREFIX	COURSE NO.	SECTION	CREDIT HRS (AU IF AUDIT)	(-) IF CREDIT HOUR CHANGE	(✓) IF UC COURSE	SIG	INSTRUCTOR	DATE	SIG	DEPT CHAIRPERSON	DATE
COURSE TITLE:													

2.													
COURSE TITLE:													

ADD	CLASS NUMBER	DEPT PREFIX	COURSE NO.	SECTION	CREDIT HRS (AU IF AUDIT)	(-) IF CREDIT HOUR CHANGE	(✓) IF UC COURSE	SIG	INSTRUCTOR	DATE	SIG	DEPT CHAIRPERSON	DATE
COURSE TITLE:													

2.													
COURSE TITLE:													

FOR OFFICE USE ONLY													
EFFECTIVE DATE:											ADVISOR		
BY:											COLLEGE DEAN	SIGNATURE	DATE
											STUDENT	SIGNATURE	DATE

STUDENT RECORDS