

# Drop/Add/Section Change Form

Student ID Number: \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Drop Request				Add Request			
Prefix	Course #	Section #	Class #	Prefix	Course #	Section #	Class #
Instructor:				Time:	Room	M W F T TH	
				Perm #			
Prefix	Course #	Section #	Class #	Prefix	Course #	Section #	Class #
Instructor:				Time:	Room	M W F T TH	
				Perm #			
Prefix	Course #	Section #	Class #	Prefix	Course #	Section #	Class #
Instructor:				Time:	Room	M W F T TH	
				Perm #			
Prefix	Course #	Section #	Class #	Prefix	Course #	Section #	Class #
Instructor:				Time:	Room	M W F T TH	
				Perm #			

Student's Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Required for add/drop/section change requests.)

Authorizations required in this order:

Instructor\*, Department Chair or  
 Program Coordinator

1. \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Required for add/section change requests regarding  
 late enrollment.)

Dean Authorization

2. \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (Required for add/section change requests regarding  
 late enrollment; not required for drop requests.)

\*Instructor drops must be on SWIC  
 Instructor Drop Form

Office Use Only			
Month	Day	Year	Initials