

# Add/Drop/Withdrawal Form

<b>Office Use Only</b>	
DATE	_____
USER	_____

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_

WNE Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

ID Number: \_\_\_\_\_ Term: \_\_\_\_\_

**A. Add:** Undergraduate courses may be added by students in Self-Service during the first week of Fall and Spring semesters. During the second week of classes, courses may only be added via this form. Students must receive verbal instructor approval before submitting form to their Academic Dean’s office for approval. Students must also receive approval from their academic Dean’s Office to register for more than 18 credits in a semester.

Course #	Section	Abbreviated Course Title

Add and Overload Authorization (Academic Dean’s Office) Students must pay additional fees for taking more than 18 credits.

Max: \_\_\_\_\_ Authorized by: \_\_\_\_\_

**B. Withdraw:** Students may drop courses in Self-Service during the drop period at the beginning of the semester without a grade of “W”. After the drop period, students may withdraw from courses using this form through the end of the withdraw period with a grade of “W”. See the Academic Calendar for specific dates for each semester. Students who will be withdrawing from all classes must complete the Application for Withdrawal or Absence from Campus Form on the Enrollment Services website.

Course #	Section	Grade	Abbreviated Course Title

**Total Credits** registered for this term, including the above changes: \_\_\_\_\_

I accept responsibility for my course schedule, including the above change(s).

**Student Signature:** \_\_\_\_\_

## EMAIL THIS COMPLETED FORM TO:

**College of Arts and Sciences:** artsandsciences@wne.edu    **College of Pharmacy and Health Sciences:** records@wne.edu  
**College of Business:** collegeofbusinessoffice@wne.edu    **School of Law:** registration@law.wne.edu  
**College of Engineering:** marybeth.garlick@wne.edu