

Questions regarding data collected may be directed to the Registrar and Student Records. (HB 1922)

Student ID OR Social Security Number	Last Name	First Name	Middle Name
Date of Birth	Daytime Telephone Number		
E-mail	Program CPH   CBTS   Pharm   CON		International Student? YES   NO

**ADD CLASS: List all courses you wish to add.**

See [Academic Calendar](#) for registration periods and the last day to add classes.

Department (EXAMPLE) BACH	Course (EXAMPLE) 5310	Title (EXAMPLE) Community Assessment

**DROP CLASS: List all courses you wish to drop.**

Approval for drop required after last day to receive automatic W. See [Academic Calendar](#) for details.

Department	Course	Title	Instructor Signature	Grade <i>(Instructor Only: Check one)</i>
				W (Withdrawal) WF (Withdrawal Failing)
				W (Withdrawal) WF (Withdrawal Failing)

**IF DROPPING A CLASS, RETURN THIS FORM TO THE REGISTRAR AND STUDENT RECORDS OFFICE & PLEASE READ BELOW:**

- It is your responsibility to consult your advisor before dropping any class.
- A class dropped before the census date will not appear on the transcript. A class dropped after the census date will appear on the transcript & be assigned a grade of W or WF.
- Refunds:
  - If the last class of a session (8 week 1, regular, 8 week 2) is dropped, it is subject to the complete withdrawal refund schedule.
  - If a class is dropped but the student is enrolled in another class during that same session, the student will receive 100% refund if the class is dropped before the census date.
- You cannot drop your only remaining class using this form during a long semester (fall or spring).
  - If all classes are dropped during a long semester, it is considered complete withdrawal or leave of absence. You must pick up the withdrawal/leave of absence form in person at the Registrar and Student Records Office. CPH online certificate students are exempt from requesting a leave of absence.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please allow 24 hours for processing

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For Office Use Only