

EMORY & HENRY COLLEGE



Add/Drop Centralized Student Assistance Office

Student Name: _____ ID: _____
Last First Middle

Fall Spring Summer Session I Summer Session II Year: _____

COURSES TO BE DROPPED:

DEPT	COURSE	SECTION	INSTRUCTOR	DATE	REPEAT	TIME	CREDIT HRS.
Code	Number	(01, 02, etc.)	Name		Yes/No?		3

Total Credit Hours DROPPED: _____

COURSES TO BE ADDED:

*After the first class meeting, you may add a course only with the signature of the instructor.
Please ask the instructor to show approval by signing in the Instructor column below.*

DEPT	COURSE	SECTION	INSTRUCTOR	DATE	REPEAT	TIME	CREDIT HRS.
Code	NUMBER	(01, 02, etc.)	Name		Yes/No		3

Total Credit Hours ADDED: _____

Total Hours ENROLLED after changes: _____

Note: You must be enrolled for at least 12 credit hours to be a full-time student. Dropping below 12 credit hours may affect your eligibility for financial aid and for participation in intercollegiate athletics, if applicable.

Late Fee: A late fee of \$25.00 will be applied to your account for each Add/Drop request that is turned into the Registrar's Office after the last day of the Add/Drop period.

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

*Associate Dean of Academic Affairs' Signature: _____ Date: _____

*The signature of the Dean of Faculty is required for course addition resulting in more than 18 credit hours, or for course drops that result in a credit load of fewer than 12 semester hours. Bring this form in person to the Centralized Student Assistance Office during designated Add/Drop periods.

Athlete: Yes _____ No _____