Drop/Add Form for Adult and Graduate Studies

Fax: Bartlesville AGS – 918-335-6244 ❖ Tulsa AGS – 918-728-6144

INSTRUCTIONS: No change will be made on your registration until this form is completed and signed. Secure the signature of your advisor or authorized AGS representative. This form may be hand delivered, mailed or faxed, but keep in mind that the change **does not becomes effective** until the date it is received by the Registrar's office. The amount of tuition refund will be pro-rated per the OWU refund policy.

Date: _____ **Street:** _____

OWU ID: _____ **City:** _____

Name: _____ **State, Zip:** _____

Cohort: _____ **Home Phone:** _____

Email:_____ **Work Phone:** _____

PLEASE NOTE:
Changing from full-time to part-time or from part-time to full-time may significantly affect your financial aid and/or charges. Contact OWU Financial Services for information on the financial implications of your proposed change.

COURSES TO BE DROPPED:

❒ Withdrawal from courses below. Effective date: ____/____/____

Reason(s) for drop: _____

Dept	Number	Course Name	Section	Professor	Day	Start Date	End Date	Cr
						___/___/___	___/___/___	
						___/___/___	___/___/___	
						___/___/___	___/___/___	
						___/___/___	___/___/___	
						___/___/___	___/___/___	

❒ Withdrawal from entire program. Effective date: ____/____/____

Reason(s) for drop: _____

COURSES TO BE ADDED:

Dept	Number	Course Name	Section	Day	Start Date	End Date	Cr
					___/___/___	___/___/___	
					___/___/___	___/___/___	
					___/___/___	___/___/___	
					___/___/___	___/___/___	
					___/___/___	___/___/___	

Check if applicable: □ 15-30 days from start date of class – $25 late fee □ 1-14 days out from start date of class – $50 late fee

Student Signature Date Advisor Signature Date Registrar Signature Date

Oklahoma Wesleyan University ● 2201 Silver Lake Road ● Bartlesville ● OK ● 74006 ● Fax (918) 335-6283 ● Voice (918) 335-6269
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