Drop/Add Form for Traditional Students

INSTRUCTIONS: No change will be made on your registration until this form is completed and signed properly. Secure the signature of your advisor, professor of the course being dropped (if applicable), and the Financial Aid Director (if dropping below 12 hours). The change becomes effective the date it is returned to the Registrar's Office.

Date: _____ SEMESTER: ( ) Fall 20_____ ( ) Spring 20_____ ( ) Summer 20____

Student ID: _____

Name: _____ **Hours before change:_____**

Email: _____ **Hours after change: _____**

Phone: _____ _____

(If more than 17 hours, Signature of Dean is required)

PLEASE NOTE:
Carrying more than 17 hours, changing from full-time to part-time, or from part-time to full-time may drastically affect your financial aid and/or charges. Full-time students need to carry at least 12 hours in addition to chapel. See OWU class schedule for information on refunds or additional charges. Dropping courses to carry below 12 hours per semester requires FA Director signature.

COURSES TO BE DROPPED (complete all fields):

DEPT	NUMBER	COURSE NAME	SECTION	TIME	DAYS	CR	PROFESSOR

COURSES TO BE ADDED (complete all fields):

DEPT	NUMBER	COURSE NAME	SECTION	TIME	DAYS	CR	PROFESSOR

_____ / / _____ / / _____ / / _____ / /
Student Date Advisor Date FA Director Date Registrar Date