



Office of the University Registrar  
**DROP/ADD FORM**

Term \_\_\_\_\_ Year \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle

Student Number: \_\_\_\_\_ Date: \_\_\_\_\_

**DROPPED COURSES**

COURSE (DEPT.)	COURSE NUMBER	COURSE SECTION	SEMESTER HOURS	INSTRUCTOR'S SIGNATURE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**ADDED COURSES**

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Hours BEFORE change: \_\_\_\_\_ Hours AFTER change: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_  
(REQUIRED)

Academic Dean Signature: \_\_\_\_\_  
(ONLY IF IN EXCESS OF 18 SEMESTER HOURS)

Student Life Staff Signature: \_\_\_\_\_  
(ONLY IF DROPPING BELOW 12 SEMESTER HOURS)

Financial Aid Staff Signature: \_\_\_\_\_  
(ONLY IF DROPPING BELOW 12 SEMESTER HOURS)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(REQUIRED)

University Registrar Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(REQUIRED)

**DROP/ADD PROCEDURES:**

1. Obtain advisor's signature and all other necessary signatures. Instructor's signature is required to add courses that are full/require permission to register.
2. Return completed form to Office of the University Registrar. Obtain a signature from a Registrar staff member. Keep the student copy.
3. Courses added after the end of the first week, which bring the total hours to more than 18, will incur additional charges. Courses dropped after the first week of class are not deducted from total hours charged.

Form is located online at: <http://www.highpoint.edu/registrar/files/Drop-Add-Form.pdf>