

**Students:** Fill out through Student Signature and email to your assigned Advisor.

STUDENT NAME: \_\_\_\_\_  
Last First MI  
DATE \_\_\_\_/\_\_\_\_/20\_\_\_\_ Semester (Select One): FALL SPRING SUMMER

STUDENT  
Tech ID or STAR ID \_\_\_\_\_

PLEASE NOTE:	Course ID (6-digits)	Subject	Course # (4-digits)	Section # (2-digits)	Add, Drop, or Withdraw	Number of Credits
<p><b>Before withdrawing please meet with your Academic Advisor and Financial Aid.</b></p> <p><b>Withdrawing may affect future Financial Aid or require repayment and may have an impact on your academic standing.</b></p> <p><b>Please see below for additional Add/Drop/Withdraw Information.</b></p> <p><b>Senior Rate:</b> <b>Allowed to register after the first day of course on space-available basis</b></p>	Ex. 000123	HPER	1112	01	Add	3
Optional Course Requests:      Audit      Senior Rate (Must provide copy of drivers license)						
STUDENT SIGNATURE			ADVISOR OR INSTRUCTOR SIGNATURE			
ADVISOR OR INSTRUCTOR/OFFICE COMMENTS (Office Use Only):						

Office Use Only: Entered into ARSA      Entered by: \_\_\_\_\_      Date Entered: \_\_\_\_\_

## Add/Drop/Withdraw Information

- Add.** Courses may be added through the 5<sup>th</sup> business day or before the course starts, whichever is later.

*NOTE:* Business days are Monday-Friday, excluding posted holidays.

### Drop

Students are responsible for dropping their courses.

- Courses may be dropped through the 5<sup>th</sup> business day of the term.  
*NOTE:* Courses starting after the first week of term have an adjusted schedule.  
See online course detail for drop dates.
- Dropped courses do not appear on ARCC transcript.
- Dropped courses do not have impact on academic standing.

### Withdraw

Students are responsible for withdrawing from their courses.

- Students are allowed to withdraw from a course through approximately 80% of the term.  
*NOTE:* Courses that are shorter than full term have an adjusted schedule.  
See online course detail for 'W' dates.
- A 'W' grade will appear on ARCC transcript.
- 'W' Grades directly impact academic standing.