



# DROP/ADD FORM

| CASHIER'S OFFICE USE |       |
|----------------------|-------|
| Approved By:         | _____ |
| Date:                | _____ |

SS NUMBER/ID # \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_  
 (Last) (First) (MI)

STUDENT SIGNATURE \_\_\_\_\_

### REASON FOR DROP (CHECK ALL THAT APPLY ✓)

- |  |  |
|--|--|
| <input type="checkbox"/> 1. DIFFICULTY WITH COURSE CONTENT | <input type="checkbox"/> 6. BOOKS/MATERIALS NOT AVAILABLE        |
| <input type="checkbox"/> 2. CONFLICT WITH HOME/FAMILY      | <input type="checkbox"/> 7. DISAPPOINTED WITH COLLEGE EXPERIENCE |
| <input type="checkbox"/> 3. CONFLICT WITH JOB              | <input type="checkbox"/> 8. TAKING TOO MANY COURSES              |
| <input type="checkbox"/> 4. COURSE DID NOT MEET MY GOALS   | <input type="checkbox"/> 9. SECTION CHANGE – SAME COURSE         |
| <input type="checkbox"/> 5. COURSE TAKEN PREVIOUSLY        | <input type="checkbox"/> 10. OTHER (PLEASE EXPLAIN) _____        |

| D<br>R<br>O<br>P | COURSE NUMBER<br>(i.e. ENG101) | SECTION NUMBER | COURSE TITLE | LAST DATE ATTENDED |  |
|------------------|--------------------------------|----------------|--------------|--------------------|--|
|                  |                                |                |              |                    |  |
|                  |                                |                |              |                    |  |
|                  |                                |                |              |                    |  |
|                  |                                |                |              |                    |  |

### REASON FOR ADD (See procedure on reverse side)

1. DROPPED IN ERROR ON ATTENDANCE ROSTER (to be checked by faculty member ONLY. Faculty initials: \_\_\_\_\_)
2. SECTION CHANGE - SAME COURSE –OR- INSTITUTIONAL ERROR

| A<br>D<br>D | COURSE NUMBER<br>(i.e. ENG101) | SECTION NUMBER | COURSE TITLE | FACULTY SIGNATURE<br>INCLUDE DATE & TIME | DEAN/CHAIR SIGNATURE<br>INCLUDE DATE & TIME |
|-------------|--------------------------------|----------------|--------------|--|---|
|             |                                |                |              |  |   |
|             |                                |                |              |  |   |
|             |                                |                |              |  |   |
|             |                                |                |              |  |   |

### FOR OFFICE USE ONLY

Student Verification Information: (use ST010 or APP050 for verification)

\_\_\_\_\_ Current address      \_\_\_\_\_ phone number      \_\_\_\_\_ other \_\_\_\_\_  
 \_\_\_\_\_ Year of high school graduation      \_\_\_\_\_ date of birth      \_\_\_\_\_ other \_\_\_\_\_

\_\_\_\_\_ Copy sent to Faculty Member whose class was DROPPED.

\_\_\_\_\_ Copy sent to Faculty Member whose class was ADDED.

| CREDIT HOUR | GRADE                          | FINANCIAL AID                | REFUND                       | GI BENEFITS                  |
|-------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| FROM _____  | W <input type="checkbox"/>     | YES <input type="checkbox"/> | 100 <input type="checkbox"/> | YES <input type="checkbox"/> |
| TO _____    | GRADE <input type="checkbox"/> | NO <input type="checkbox"/>  | 50 <input type="checkbox"/>  | NO <input type="checkbox"/>  |
|             |                                |                              | 0 <input type="checkbox"/>   |                              |

North Central State College

**IMPORTANT NOTICE FROM THE  
FINANCIAL AID OFFICE:**



**Beginning on Tuesday of the second week of the quarter,  
Financial Aid is NOT available to cover classes added to your schedule.**



**TO THE STUDENT .....**

**“ADD” PROCEDURE EFFECTIVE TUESDAY OF THE SECOND  
WEEK OF THE QUARTER**

1. Student should ask for a drop/add form from the Student Records Office and complete all applicable sections. Student must provide rationale for the late add of the class.
2. Take form with written rationale for adding the course to each faculty member for written approval (signature, date, and time). **The faculty member may or may not approve your request.**
3. After you have obtained the faculty member’s signature(s), take the form to the appropriate Division Dean/Chair for written approval (signature, date, and time). If you are unsure about which Dean or Department Chair to see, ask the faculty member who signed your form. **The Dean/Chair may or may not approve your request.**
4. Once all required signatures are obtained, take form to the Cashiers Office, room 155 Fallerius Technical Education Center. **Completed forms must be received in the Cashier’s Office by close of business (5:00 p.m.) the next business day. Late class adds cannot be finalized unless payment is made in full to the Cashier.**
5. After payment is made at the Cashier’s Office, take the form to the Student Records Office for processing.