



(Print) Last Name \_\_\_\_\_

First Name \_\_\_\_\_

N	0	0						
---	---	---	--	--	--	--	--	--

TERM:  FALL  WINTER  SPRING  SUMMER YEAR 20\_\_\_\_\_

Students who drop classes after the start of any term will incur part or all of their tuition and fees liability according to the published fee schedule for that term.

**INSTRUCTIONS:** 1) Complete all items above. 2) If withdrawing from Nine (9) credits or more obtain the signature of a Counselor in the CERC Office located in Nassau Hall (Room 13). 3) **Instructor's email confirmation required for each course after the refund period.** 4) **Sign the form acknowledging your responsibility as it relates to tuition and financial aid.**

**LIST COURSE(S) TO DROP**

**LIST COURSES TO ADD**

CRN (Course Registration Number)	SUBJECT	SECTION	CREDITS	INSTRUCTOR'S SIGNATURE

CRN (Course Registration Number)	SUBJECT	SECTION	CREDITS

TOTAL CREDITS DROPPED

TOTAL CREDITS ADDED

CERC Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ \* Date \_\_\_\_\_

*\* Students are responsible for their registrations and withdrawals. Once officially enrolled, students accept financial responsibility for payment of all charges in connection to their registration. Students should be aware that withdrawal from one or more courses may affect some, or possibly all, financial aid awards. **Never attending a course(s) without notifying the Office of the Registrar in writing is not an acceptable means of withdrawal and will result in a tuition liability.***

<b>FOR REGISTRAR'S USE ONLY:</b>	
Administrative change processed by _____	_____
Initials	Date