Office of the Registrar

Alverno College
Milwaukee, Wisconsin

CLASS DROP FORM-After Official Start Date of Classes

Expected Graduation Date

DIRECTIONS
1. Before you drop a class, make sure that you have contacted the Business Office and Financial Aid Office to see if this impacts your financial obligations to the college.
2. Talk to your advisor to see how this will impact your prerequisites for future semester classes and/or graduation.
3. If you are an athlete, contact the Athletic Department to see if this impacts your eligibility to play in a sport.
4. Print this form, fill it out and bring it to the Registrar’s Office (LA 204).
5. You can also email the Registrar’s Office at registrar@alverno.edu with the same information below to drop classes instead of filling out this form.
6. Once we have received this form or an email, the Registrar’s Office will drop the course and verify the drop by sending you an email.
7. Note: if you wish to drop all of your courses, you will need to contact the Advising Office to take a leave of absence or officially withdraw from the college.

(Print)

NAME: ------------------------------------------------- First __________________ student # ______ WDC____ WEC____

My major(s) and support area(s) are: _____________/______________/________________/_______________

This drop is effective during (circle):          Fall      Spring     Summer  _____(year)

Instructor’s Name: _________________________________________________________________

I am a new student                         YES____NO____
I am an international student       YES____NO____
I am a student athlete                    YES____NO____

White – Registrar’s Office, forward to Business Office

I verify that I want this class dropped and have contacted the following offices:
- Business Office
- Financial Aid Office
- My advisor
- Athletic Department, if athlete

I understand the financial and academic implications of this drop (sign below)

Student’s signature ______________________ date ____________________