

Expected Graduation Date _____

DIRECTIONS

1. Before you add/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 (FO 144).
OR
5. You can also email the Registrar's Office at registrar@alverno.edu with the same information below to add/drop classes instead of filling out this form.
6. Once we have received this form or an email, the Registrar's Office will add/drop the course and verify the add/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: _____
Last First student #

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

Department, Course #, Section Course Title Sem Hrs ADD/DROP (circle)

Instructor's Name: _____

NOTE: If the course has begun, instructor signature is required for adds

Department, Course #, Section Course Title Sem Hrs ADD/DROP (circle)

Instructor's Name: _____

NOTE: If the course has begun, instructor signature is required for adds

I am a student athlete
YES ___ NO ___

I verify that I want this class added/dropped and have contacted the following offices:

- Business Office
- Financial Aid Office
- My advisor
- Athletic Department, if athlete

Please note that if you stop attending classes (whether you officially withdraw or not) after the Census Date and before the 60% Date, your financial aid will decrease, leading to a possible balance. Always consult the Alverno Financial Aid Office before you stop attending any or all classes.

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

Student's signature _____ date _____

| |
|---------------|
| _____ RGN |
| _____ Email |
| _____ Bus Off |