



ADD/DROP A CLASS REQUEST

INSTRUCTIONS: Before you add/drop a class you must:

1. Contact Student Accounts and Financial Aid offices to determine how this impacts your financial obligations to the college.
2. Talk to your Advisor to determine how this impacts your prerequisites for future semester classes and/or graduation.
3. Student Athletes must contact Athletics to determine if this impacts your eligibility to play in a sport.
4. Submit this form to the Registrar's Office using one of the methods below.
5. Once received, the Registrar's Office will process your add/drop and notify you by email.
6. If you wish to drop **ALL** of your classes, contact the Advising Office to take a leave of absence or officially withdraw from the college.

Student ID or SSN: _____

Last Name: _____ First Name: _____

I am a new student YES NO

I am a Student Athlete YES NO

This add/drop is effective for: Year: _____ Term: _____

Dept & Course	Title	Add/Drop	Credits	Instructor Signature (only if adding)
<i>e.g. ABC-123</i>	<i>Orientation to ABC Program</i>	<i>Add</i>	<i>0</i>	<i>Signature of Instructor is required</i>
<i>e.g. ABC-321</i>	<i>Course in ABC Program</i>	<i>Drop</i>	<i>3</i>	<i>no signature required to drop</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

NOTE: If you stop attending classes (whether or not you officially withdraw) after the Census Date and before the 60% date, your financial aid will decrease, leading to a possible balance owed. Always consult Student Accounts and Financial Aid before you stop attending any or all classes.

My hand-written signature verifies that I understand the financial and academic implications of this add/drop request, and that I've contacted the appropriate offices listed above.

Note: we do not accept electronic font for your signature. Signatures must be hand-written.

Signature: _____ Date: _____

Return your form to registrar@alverno.edu or drop off in person.
Please call 414-382-6370 after submitting to ensure your request was received.

OFFICE USE ONLY

RGN _____

EMAIL _____

STD ACCTS _____