



## 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 Student Athlete  YES  NO

This add/drop is effective for: Year: \_\_\_\_\_ Term: \_\_\_\_\_

Dept & Course <small>(e.g., CM-120)</small>	Title <small>(e.g., Communications Seminar)</small>	Add/Drop <small>(A or D)</small>	# Credits	Instructor Signature <small>(only for add requests after the start of term)</small>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**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](mailto: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 \_\_\_\_\_