

**INSTRUCTIONS ON REVERSE SIDE OF BOTTOM COPY
(NO TRANSACTION IS COMPLETE UNTIL SUBMITTED TO THE RECORD'S OFFICE)**

NAME _____ SS#/EMPL ID _____
LAST FIRST MI

Receiving Veterans' Benefits Y _____ N _____ Total Hours Before This Action _____

Receiving Financial Aid Y _____ N _____ Total Hours After This Action _____
(Grants, Loans, etc.)

DROP					ADD				
Course and Number	Sect. #	Cr. Hrs	GO*	Instr's Initials	Course and Number	Sect. #	Cr. Hrs	GO*	Instr's Initials

Signature: _____ Date: _____

INSTRUCTIONS

To ADD a class: Follow the instructions distributed by the Record's Office during Drop/Add

To DROP a class: Follow the instructions found in the Schedule of Classes under the section,
TO WITHDRAW FROM SCHOOL

To WITHDRAW FROM SCHOOL: Follow the instructions found in the Schedule of Classes under the section,
TO WITHDRAW FROM SCHOOL

Note: No change of class schedule is official until all paperwork has been completed and submitted to the Record's Office. Please retain the yellow copy for your records.

The date this slip is received in the Record's Office is the official date of a class schedule change