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Office of the Registrar

Warren Hall

**DROP/ADD FORM**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Banner Student ID#\_\_\_\_\_\_\_\_\_\_\_\_ Semester \_\_\_\_\_\_\_\_\_**

First M.I. Last

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **CRN#** | **Credits** |  |
| **DROP** | | | |
|  |  |  | REQUEST FOR BILL ADJUSTMENT for full term courses (Check one)  🞏 Prior to 1st day of the semester 0% tuition/fees liability  🞏 1st week of classes (Day 1-5)… 25% tuition/100% fees liability  🞏 2nd week of classes (Day 6-10)… 50% tuition/100% fees liability  🞏 Use Withdrawal Form after 10th day of semester  REQUEST FOR BILL ADJUSTMENT for most courses 3-7 weeks in length  (Check one)  🞏 Prior to 1st day of the semester 0% tuition/fees liability  🞏 Drop before the end of the 1st week of classes: 75% tuition/100% fees liability  🞏 Use Withdrawal Form after the 1st week of term:  REQUEST FOR BILL ADJUSTMENT for most courses 3 weeks or less in length (Check one)  🞏 Prior to 1st day of the semester 0% tuition/fees liability  🞏 Drop through the end of the 1st day of classes: 75% tuition/100% fees liability  🞏 Use Withdrawal Form after 1st day of term |
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| **ADD** | | | |
|  |  |  | Advisor Comments: |
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| --- | --- |
|  | Complete drop from semester (students receiving financial aid are strongly encouraged to contact the Financial Aid Office). |
|  | Administrative Change |
|  | Total Credits after Change |
| Student Signature: | |
| Office of Student Success/Wilton Staff (required): | |

**FOR REGISTRAR’S OFFICE USE ONLY**

Initials: \_\_\_\_\_\_\_\_\_\_\_

Date Processed: \_\_\_\_\_\_\_\_\_\_\_

Updated 5/1/2017–Fall 2017