

The College of St. Scholastica  
 Duluth, MN  
**ADD/ DROP NOTICE**

**NO ADDITIONS ARE PERMITTED  
 AFTER THE FIRST WEEK OF THE TERM**

Name: \_\_\_\_\_ CSS ID : \_\_\_\_\_

	CRN	COURSE	SEC NO.	LAB NO.	CREDIT	<b>INSTRUCTOR USE ONLY SIGNATURE</b>	<b>ADVISOR'S SIGNATURE</b>
Courses Added							REGISTRAR
							<b>INSTRUCTOR USE ONLY</b>
							Last date of attendance
Courses Dropped							A schedule change fee of \$5 required unless officially waived by Registrar

Total Credits After Change \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

Students are advised that the drops or withdrawals listed above may jeopardize their eligibility for financial aid or veterans benefits, or may extend the time necessary for completion of graduation requirements. As a result of filing this form, the student assumes all responsibility for the above.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

1. Drops (without record) are permitted during the first week of a term; see official College calendar for exact deadline. During the second through fifth week courses will be noted on the transcript with a grade signifying withdrawal. Withdrawals after the fifth week are not permitted except in the case of documented extenuating circumstances.
2. Changes from credit to audit and audit to credit status are permitted only during the first week of a term. Audits are allowed in the Fall and Spring term only. (Place AU in credit column to signify audit.)
3. You must include the CRN. List all lab and lecture sections on separate lines. Use additional forms if necessary.
4. Advisor signature is required for all changes. Instructors' signatures are required for changes occurring after the first day of the term. In the case of drops (withdrawals), the last date of attendance is to be determined by the instructor and written in the appropriate area.
5. In case of a drop or withdrawal, if the last date of attendance is not provided, the effective date will be the date of receipt by the Registrar.
6. Complete withdrawal from the College requires terminating formal registration in the Dean of Students Office (T2145) on campus or at your extended site.
7. Students are responsible for all tuition and fees incurred while enrolled.
8. Changes become effective only upon receipt of this notice and applicable fees at the Registrar's Office (T1125).  
***Payment Responsibility: It is the student's responsibility to pay their account in full each semester. A payment plan is available to budget your payments throughout the year. You are responsible for all late fees, collection costs, and court fees if charged. Please see the Business Office for further details.***

***\*Please retain a copy for your records. You will not receive a copy once processed.***

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