



The College of

St. Scholastica

Academic Records

1200 Kenwood Ave., Duluth, MN 55811

Phone: 218-723-6129

Email: registrar@css.edu

ADD/DROP/COURSE WITHDRAWAL

STUDENT NAME _____ **STUDENT ID** _____

	CRN	COURSE	SEC NO.	CREDIT	DATE REQUEST INITIATED WITH ADVISOR/FACULTY (Not to be completed by student)	INSTRUCTOR SIGNATURE <i>Required after 3rd day of registration term</i>	
Courses Added							
	CRN	COURSE	SEC NO.	CREDIT	DATE REQUEST INITIATED WITH ADVISOR/FACULTY (Not to be completed by student)	INSTRUCTOR SIGNATURE <i>Required after 3rd day of registration term</i>	INSTRUCTOR USE ONLY <i>Last date of attendance Required after 3rd day of registration term</i>
Courses Dropped							

Total Credits After Change _____ Term _____ Year _____

Students who enroll at the College of St. Scholastica (the College) become obligated to pay for tuition, fees, and other charges at the time of course registration. Students shall comply with the terms outlined in the Full Payment Plan unless they are enrolled in one of the College's optional payment plans. You can view the entire Payment Agreement and Disclosure Statement at go.css.edu/paymentdisclosure

STUDENT SIGNATURE _____ **Date** _____ **ADVISOR SIGNATURE** _____ **Date** _____

1. The date the student requests a change in registration is the official date used in registration (see policy on Changing Registration).
2. Complete withdrawal from the College requires terminating formal registration (see College Withdrawal and Stop Out policy)
3. Confirmation of last date of attendance must be supplied by the course instructor for all drops and course withdrawals.
4. Advisor signature is required for all changes.
5. Instructors' signatures are required for changes occurring after the third day of the term.
6. Audits: Place AU in credit column to signify audit.
7. Forms received without the date requested are processed with an effective date of the date received by Academic Records.
8. Students are responsible for all tuition and fees incurred while enrolled.

Internal Use Only

Revised 07/2023