**ADD/DROP/COURSE WITHDRAWAL**

**STUDENT NAME _______________________________**

**STUDENT ID ______________________________**

**To 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

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<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>SEC NO.</th>
<th>CREDIT</th>
<th>DATE REQUEST INITIATED WITH ADVISOR/FACULTY (Not to be completed by student)</th>
<th>INSTRUCTOR SIGNATURE</th>
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**Courses Added**

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**Courses Dropped**

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**STUDENT SIGNATURE _______________________________ Date ______________ **

**ADVISOR SIGNATURE _______________________________ Date ______________**

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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.

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**Internal Use Only**

Revised 07/2023