

**DROP ADD FORM**

Registrar's Office

Last name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Birth date: \_\_\_/\_\_\_/\_\_\_ Maria College Student ID Number: \_\_\_\_\_

Home Phone Number(\_\_\_\_) \_\_\_\_\_ Cell Phone Number(\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**DROP COURSE(S):**

| Subject | Number | Section | Course Name | Credit Hours | Comments |
|---------|--------|---------|-------------|--------------|----------|
|         |        |         |             |              |          |
|         |        |         |             |              |          |
|         |        |         |             |              |          |
|         |        |         |             |              |          |
|         |        |         |             |              |          |

**ADD COURSE(S):**

| Subject | Number | Section | Course Name | Credit Hours | Permission on Instructor<br>(Required for prerequisite or over enrolled course) |
|---------|--------|---------|-------------|--------------|---|
|         |        |         |             |              |   |
|         |        |         |             |              |   |
|         |        |         |             |              |   |
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|         |        |         |             |              |   |

**REQUIRED SIGNATURES**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_ **Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_ **Business Office** \_\_\_\_\_ **Date** \_\_\_\_\_

Accounts are due and payable at the time of registration. Checks should be made payable to Maria College and sent to the Business Office. In addition to cash payment, students may use MasterCard and Visa. Verified financial aid will be credited to student accounts after being validated by the Financial Aid Office. A late payment charge of \$25.00 per month will be applied to any outstanding balance.

By adding, dropping or withdrawing for the above course(s) you have incurred tuition liability. Non-attendance in a course does not constitute either a drop or withdrawal from the course or limit your financial obligation. It is your responsibility to be aware of the tuition refund policy, how to officially withdraw from a course, and the deadlines to add, drop, or withdraw from a course.

**Waiver of Prerequisite Course Requirement**

Required Course: \_\_\_\_\_

Instructor Approval: \_\_\_\_\_

Required Course: \_\_\_\_\_

Instructor Approval: \_\_\_\_\_