

ADD/DROP FORM

PURPOSE: This form is used to add or drop courses during the Add/Drop period or to drop a course after the Add/Drop deadline. Requests to add courses after the Add/Drop deadline require approval from the course instructor and the department chair. Refer to the Registration policy in the Student Handbook for details.

Adding or dropping courses may impact a student's enrollment status, expected date of graduation, and financial aid eligibility. If a student receiving financial aid withdraws from all courses before 60% of the term/semester has expired, a Return of Title IV Funds calculation will be performed to determine how much financial aid has been earned. This calculation may lead to a return of funds to the lender and may cause the student to owe a balance to the institution. See Financial Aid and Student Account Policies in the Student Handbook for additional information.

NOTE: To add a course, this form must be signed by the student and department chair. To drop a course, only the student's signature is required. A \$30 fee is charged per Add/Drop Form submitted, and \$110 fee is charged for late registration. Department chair approval is required for course auditing. Changing a course status from "Credit" to "Audit" does not carry a fee.

STUDENT INSTRUCTIONS

Please complete this form in its entirety (above the "For Office Use Only" line), sign and date, and return to your Student Support Counselor via email or fax:

EMAIL: studentsupport@thechicagoschool.edu | **PHONE:** 800.595.6938 (Opt. 1) | **FAX:** 312.254.1442

STUDENT NAME: _____ **STUDENT ID#:** _____

SCHOOL E-MAIL: _____ **PHONE#:** _____ **LOCATION:** _____

TERM/SEMESTER & YEAR: _____ **DEGREE LEVEL:** _____ **PROGRAM:** _____

ARE YOU AN INTERNATIONAL STUDENT? No Yes (if your enrollment drops below full time status, contact your DSO.)

ADD the following course(s) to my current registration (**Departmental Approval Required**)

Program Prefix	Course #	Course section	Credits Hours	Course Title	Course Audit	Faculty Signature (Required only after Add/Drop deadline)
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

DEPARTMENT CHAIR SIGNATURE: _____ **DATE:** _____

DROP the following course(s) from my current registration

See the Academic Catalog & Student Handbook for details on financial implications of dropping courses after the Add/Drop deadline. If all courses are dropped, you will be administratively withdrawn from the institution. You are advised to consult with your academic department prior to submitting this request to your Student Support Counselor.

Program Prefix	Course #	Course section	Credits	Program Prefix	Course #	Course section	Credits

STUDENT SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

Date Recv'd/DOD:		Date Processed:		Drop Week:		Reason: <input type="checkbox"/> schedule modification <input type="checkbox"/> Other	
Prev. CR Hours:		Current CR Hours:		Previous Status: <input type="checkbox"/> FT <input type="checkbox"/> HT <input type="checkbox"/> L <input type="checkbox"/> Other:		Current Status: <input type="checkbox"/> FT <input type="checkbox"/> HT <input type="checkbox"/> L <input type="checkbox"/> Other:	
U-Pass Status Update: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Initial:		Add/Drop Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No		Fee Waived: <input type="checkbox"/> New Student Late Reg Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other:		Course(s) Unregistered: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Grade Assigned: <input type="checkbox"/> W <input type="checkbox"/> WF/WNC <input type="checkbox"/> N/A		Staff Processed: (Initial & Date)		Financial Aid Processed: (Initial & Date)		FA Adjustment Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Account Processed: (Initial & Date)		Refund %:		Date Refund Issued:		Comment:	
For International Student Only: DSO Processed: (Initial & Date)		Comment:					