



Mount Saint Mary College

DROP / ADD COURSE
 OFFICE OF THE REGISTRAR
 330 POWELL AVENUE • NEWBURGH, N.Y. 12550
 Phone (845) 569-3281 • Fax (845) 569-3301 • registrar@msmc.edu

DATE	STUDENT'S ID NUMBER	STUDENT'S FIRST NAME	STUDENT'S LAST NAME

YEAR	TERM	ADVISOR'S NAME	COURSES ARE NOT OFFICIALLY DROPPED OR ADDED UNTIL FORM IS ACTED UPON BY REGISTRAR'S OFFICE.

DROP	DROP	DROP	DROP	DROP	DROP	DROP	DROP	DROP	DROP	DROP	DROP
COURSE NUMBER	SECTION	LAB SECTION	CREDITS	COURSE TITLE				INSTRUCTOR			
TOTAL NUMBER OF CREDITS DROPPED											

ADD	ADD	ADD	ADD	ADD	ADD	ADD	ADD	ADD	ADD	ADD	ADD	ADD
COURSE NUMBER	SECTION	LAB SECTION	CREDITS	COURSE TITLE				INSTRUCTOR				
TOTAL NUMBER OF CREDITS ADDED												

INSTRUCTOR: Please check web module for updated class list. This student name has been added.

I understand that if I drop or add a class, without prior academic advisement, it may have an adverse effect on my ability to graduate on time. In addition, I understand these changes may also have an impact on my student account or any financial aid I may receive, both this semester and in future semesters. Any schedule change that I make is solely my responsibility.

STUDENT'S SIGNATURE	ADVISOR'S SIGNATURE (If Required)

Under exceptional circumstance, you may need to provide an authorized signature to process request.

AUTHORIZING SIGNATURE	REASON

FOR OFFICE USE ONLY

PROCESSED BY	EFFECTIVE DATE

Registrar will distribute APPROVED form as follows:
 ORIGINAL / PT 1: Registrar / Record

PT 2: Advisor

PT 3: Student