



ADD/DROP FORM First week of class only

Name: _____ Semester: _____

DROP: A course dropped within the first week of the semester will not appear on the transcript.

| Course # | Course Title | Each Instructor MUST REPORT Last Day of Attendance for course See Below** | Instructor Signature |
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ADD: Classes may be added through the first week of the semester.

| Course # | Course Title | Instructor REPORTS First Day of Attendance in course | Instructor Signature |
|----------|--------------|--|----------------------|
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| | | | |
| | | | |

Student's Signature

Date

Advisor's Signature

Date

****LAST DATE OF ATTENDANCE IS REQUIRED BY THE US DEPARTMENT OF EDUCATION FOR TITLE IV FUNDING.**

| Office Use Only | | |
|-----------------|----------------|----------|
| Date Received | Date Processed | Initials |