

# GRADUATE ADD/DROP FORM

Name \_\_\_\_\_

Genisys ID (required) \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

## ADD COURSES: COURSES ADDED AFTER SECOND WEEK OF TERM REQUIRE

DEAN'S SIGNATURE\* Indicate audit course as "AU"

AU ✓	COURSE REF# (CRN)	SUBJECT (i.e., LEAD, PMIN)	COURSE NUMBER	COURSE SECTION	NUMBER OF CREDITS	INSTRUCTOR INITIALS

Are you receiving Financial Aid?  Yes  No  
If yes, it's recommended you contact Central Financial Aid regarding the potential consequences.

Are you a veteran receiving VA benefits?  Yes  No

Have you been advised of all options?  Yes  No  
Example: taking an incomplete.

Are you withdrawing from the University?  Yes  No  
If yes, also submit Withdrawal from University form.

Section change only

**REQUIRED:**

CURRENT CREDITS \_\_\_\_\_

CREDITS ADDED \_\_\_\_\_

CREDITS DROPPED \_\_\_\_\_

NEW TOTAL CREDITS \_\_\_\_\_

## DROP COURSES: COURSES DROPPED AFTER FIRST TWO WEEKS OF TERM REQUIRE DEAN'S SIGNATURE\*

AU ✓	COURSE REF# (CRN)	SUBJECT (i.e., LEAD, PMIN)	COURSE NUMBER	COURSE SECTION	NUMBER OF CREDITS	LAST DATE OF PARTICIPATION (LIST DATE FOR EACH COURSE LISTED)	INSTRUCTOR INITIALS

For Office Use Only:

Action \_\_\_\_\_

Hold \_\_\_\_\_

Init. \_\_\_\_\_

Date \_\_\_\_\_

Date Rec'd by CFA \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature\* \_\_\_\_\_ Date \_\_\_\_\_  
(REQUIRED AFTER FIRST TWO WEEKS OF TERM)

Dean Signature\* \_\_\_\_\_ Date \_\_\_\_\_  
(REQUIRED AFTER FIRST TWO WEEKS OF TERM)

\*Law students are required to have their advisor's signature and approval from the Law School Student Affairs Office for all add/drops.

# GLOSSARY OF TERMS

**Add/Drop Period** – The period during which students may change their schedules (add or drop classes) with the opportunity to receive 100% tuition refund with no academic penalty.

Students receiving or pursuing loans could be subject to financial penalty if their total number of credits falls below five credit hours (6 credit hours for Undergrad) in the fall and spring terms, and the student did not meet the minimum attendance requirements. In the summer term, the minimum number of credits is 3 credit hours (5 credit hours for Business and SLS, 6 credit hours for Undergrad).

Students with questions regarding possible financial consequences are encouraged to contact the Central Financial Aid Office.

University policy defines the add/drop period as the first two weeks of each semester.

**AU** – Indicates “Audit.” Check the AU box only if auditing a particular class. No academic credit is given for audited classes.

**CRN** – Course Reference Number assigned by data system. Identifies a particular class and section.

**Financial Aid** – Refers to Regent University’s Central Financial Aid office. For advice about financial aid implications of dropping classes, call (757) 226-4125 or e-mail [finaid@regent.edu](mailto:finaid@regent.edu).

**Last Date of Attendance/Participation** – The last date a student physically attended an on-campus class(es), or participated electronically in an on-line class(es). Required for any drop or withdrawals after the second week of the term.

**Withdrawal** – Leaving the university and dropping all classes during a semester.