MEREDITH COLLEGE **DROP_ADD REQUEST**

TERM: Fall _____ Spring _____ Summer _____

_____
NAME – LAST   **FIRST**   **MIDDLE**   **I.D. NO.**   **TODAY'S DATE**

A D D	DEPT	COURSE NO.	SECTION	TITLE	CREDIT HOURS

Check if appropriate for course added: PASS/FAIL* ___ PE/DAN FOR GRADE* ___ AUDIT ___ HONORS ___

*Please see the Meredith College Undergraduate Catalogue for policies related to these grades.

D R O P	DEPT	COURSE NO.	SECTION	TITLE	CREDIT HOURS

Drops received after the drop/add deadline will be processed as withdrawals. A 'W' will appear on your academic transcript.

Required Signatures:

ADVISOR _____STUDENT_____

Exceptions (additional signature(s) required for late add or drop, addition of a full or waitlisted course, prerequisite override, etc.):

DEPARTMENT HEAD/OTHER _____

Effective 4/2020

Graduating Students: Make sure this transaction does not adversely affect your requirements for graduation.

In an effort to reduce the need for student gathering and paper handling during this time, the Office of the Registrar will accept virtual Drop_Add Requests that have been digitally signed.

Virtual instructions for students who need to adjust their schedule:

1. Download the Drop_Add Request form into Adobe Acrobat Reader. It is available for a free download.
2. Once you have downloaded the document, complete the Drop_Add Request form including your digital signature which is available through a campus wide solution called FoxIT. Please visit https://www.foxitsoftware.com/pdf-reader/ to download this software at no charge. A tutorial for setting up your digital signature is available in the Online Guide for Students located here: https://my.meredith.edu/CampusSites/TechnologyServices/Pages/Online-Learning.aspx.
3. Save and email the form to your academic advisor.
4. Your academic advisor will digitally sign and email the form to the Office of the Registrar at registrar@meredith.edu for processing.
5. Changes become effective on the date this form is emailed to your academic advisor.

Paper Instructions: NOT ACCEPTED AT THIS TIME

1. Complete your information including your signature.
2. Obtain the signature of your advisor to add or drop a class.
3. Obtain the signature of the department head to add closed classes.
4. Obtain the signature of the instructor if the course says instructor consent required.
5. Submit this form to the Office of the Registrar in 141 Johnson Hall.

Note: You must remain registered for a course and must continue attending until all required signatures are obtained and until this form is received by the Office of the Registrar.