



ADD / DROP COURSE REQUEST FORM

Student Name: University ID:

Semester: College: Major:

Signature: Date: ___ / ___ / 14__ AH

Reason for Add/Drop Request:

- Below the Minimum Credit Load. Expected Graduation.
 Schedule Adjustment. Expected Graduation. No Registered Credit Hours.
 Prerequisite Waiver. Exceeds the Maximum Credit Load. Other: _____

Add	
Course Code	Section No

Drop	
Course Code	Section No

For Department Use Only

Academic Advisor Signature.....

Department Chair / Authorized Representative

Signature.....

Remarks:

Notes:

- Students are not permitted to drop courses from their current (Foundation) level.
- Students are not permitted to add courses that are more than two levels above their current academic level until all Foundation-level courses have been successfully registered.
- Students may not register for any course that requires a prerequisite course or the completion of a specified number of credit hours or a designated academic level, unless the required conditions have been met.
- Students are responsible for reviewing and confirming their class schedule through the Academic Portal.