

ADD/DROP FORM

AUGUSTANA UNIVERSITY REGISTRAR'S OFFICE

INSTRUCTIONS:

- Please print legibly.
- Indicate add or drop for each course.
- Complete the course information.
- Obtain Advisor signature before having the instructor sign.

SIGNATURES:

Instructor:

- Required for course adds if section is closed, prerequisites have not been met, course conflicts with another course at that time. (Instructors may clear students for courses online.)
- Required for course adds after the add deadline.
- Required for drops after the 2nd week of the semester. (A "W" grade will be recorded. Students may withdraw from a course up to one week after the mid-term date published for the semester.)

Advisor:

- Required for drops after the 2nd week of the semester.

Student Name: _____ Augustana ID#: _____

Term: (ex: Fall 2017) _____ Augustana email: _____@ole.augie.edu

ADD COURSES						
Course (Dept. ###)	Section	Cr Hrs	Instructor's Signature	Indicate reason for clearance (if applicable):		
				Prerequisite	Capacity	Conflict
				Prerequisite	Capacity	Conflict
				Prerequisite	Capacity	Conflict
				Prerequisite	Capacity	Conflict

DROP COURSES				
Course (Dept. ###)	Section	Cr Hrs	Instructor's Signature	Advisor's Signature

VARIABLE CREDIT CHANGE				
Course (Dept. ###)	Section	Change credits from:	Change credits to:	Instructor's Signature

(By signing below the student accepts all financial and academic obligations incurred as a result of these changes.)

Student Signature: _____ Date: _____

Registrar's Signature: _____ Date: _____