URG Undergraduate DROP/ADD FORM

Last Name: ____________________________
First Name: ____________________________  MI: ______
ID# ____________________________  SS#: __________________

ARE YOU AN ATHLETE? Yes__ No__  If YES - SIGNATURE ELIGIBILITY DIRECTOR REQUIRED FOR DROP!! X__________________________
CCP STUDENT: Yes__ No__  X__________________________
If YES – TAYLOR BUTLER’S SIGNATURE REQUIRED AFTER LAST DAY TO ADD.

CHECK TERM:
Fall Semester ____; Spring Semester ____; 1st 8 week____; 2nd 8 week____
Summer Session: 10wk ______; 1st 5 week ____; 2nd 5 week____.

x ______________________ (Signature of Advisor)  (Date)  (Signature of Student)  (Date)

ACTION  DEPT.  CLASS #  SEC  LAB  COURSE DESCRIPTION:  Instructor Signature  Financial Aid Signature
DROP
DROP
DROP
DROP

ACTION  DEPT.  CLASS #  SEC  LAB  COURSE DESCRIPTION:  Instructor Signature  Financial Aid Signature
ADD
ADD
ADD
ADD

*Online Classes – For help contact Randy Simpson, Ext. 7230, or email rsimpan@rio.edu
Students may add classes through the first academic week of any academic term. Students who drop any class through the first week of any academic term will not be charged for that class. Once classes have begun a drop and add fee will be assessed. Any class dropped within the first week will not appear on student’s transcript. Classes dropped after the first week will appear on students transcript with a grade of W assigned. Last day to drop a class or withdraw from the university is as follows:

➢ 16 Week Class – through the end of 14th week
➢ 8 Week Class – through the 6th week
➢ 5 Week Class – through the 3rd week

Students may not withdraw from a course they are failing due to an act of academic dishonesty. Dropping all classes does constitute an official withdrawal from the University. It is the responsibility of the student to complete all schedule changes with the Records Office. Schedule changes may not be completed by a faculty member, by phone, or by proxy.

Caution: Dropping hours may jeopardize your Financial Aid, Veterans Benefits, and/or athletic eligibility.
***** Athletes MUST have the signature of the Eligibility Compliance Director – see above.*****

Always check with the Accounting Office for refund information before dropping classes.

For Overload Approval:
X ______________________ (Advisor Signature)  DATE: ________________
X ______________________ (Dean’s Signature)  DATE: ________________

For Policy – “Academic Load”
See the current Course Catalog

CCP Students Only

H.S. Guidance Counselor Signature
Date: _____________________

For Office Use Only

<table>
<thead>
<tr>
<th>College Code</th>
<th>Hours Before</th>
<th>Hours After</th>
<th># Of Changes</th>
<th>Keyed By</th>
<th>Date</th>
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NOTE:  See Back for directions and information. Revised 09-02-2015