

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 NOEL’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)

**By signing above, I accept responsibility for all tuition and fees associated with any course I may be adding.

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: _____

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 rsimpson@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 accessed.** 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 11th week
- 10 Week Class – through the end of the 8th 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 Office Use Only	College Code	Hours Before	Hours After	# Of Changes	Keyed By	Date
	**					

NOTE: See Back for directions and information. Revised 10/25/2017