Add/Drop Form

Student Name: Major:					State Tech ID#: Semester & Year of Change (ex. FA18):			
 Fill in name, State Tech ID#, major, semester and year, and class changes. Sign and date the form. Obtain the instructor's required information for all classes being dropped.* Take the form to your academic advisor for signature and date. All adds and drops on this form must					 5. Take the form to the Financial Aid Office for counseling, signature and date. 6. Take the form to the Cashier for counseling, signature, and date. 7. Submit the form to the Academic Records Office staff for processing. be for the same semester (ex. Fall 2018). 			
Complete for all class changes:					*Complete only for classes being dropped:			
Code A=Add D=Drop	Course Number	Section Number	Course Title	Credit Hours	Instructor Name	Has the student ever attended this class?	If yes, Date of Last Attendance	Instructor's Signature/Date
Student	Signature/Date	:			Academic Advisor Sig	gnature/Date	:	
Financia Copies to:			Oate:		Cashier Signature/Dat Business Office	e:		