

# Course Add/Drop Change Request

Please Print Clearly

Date: \_\_\_\_\_ Semester: FA SP SU Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ SSN: xxx — xx — \_\_\_\_\_

Student I.D.# \_\_\_\_\_ Program: \_\_\_\_\_



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<b>ADD</b>		<b>DROP</b>	
Course #	Course Title	Course #	Course Title

**IMPORTANT!**

ADD: 0 – 20% of instructional period. DROP (no transcript notation, 100% tuition refund): 0-20% of instructional period. WITHDRAW (transcript notation of W, 0 tuition refund, counts as attempted credit in calculation of SAP): 21% – 60% of instructional period. WITHDRAW-NO CREDIT (transcript notation of WNC, 0 tuition refund, counts as attempted credit in calculation of SAP): 61% – end of instructional period.

Actual dates by section appear in section detail in AUVIEW.

Do you receive VA benefits?  yes  no      Are you dropping all your classes for this semester?  yes  no

Student Signature \_\_\_\_\_

Advisor or Chair Signature: *Required for overload\*\** \_\_\_\_\_

● Registration for more than 12 credits in a term is overload

Overload of credits approved.       Allow registration to: (Course no.) \_\_\_\_\_

Office Use - Rev 081716	Registrar Approval Initials _____ Date _____	Student Accounts Notation Initials _____ Date _____	Financial Aid Copy Initials _____ Date _____
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