



Request for Add/ Drop

IF YOU ARE NOT CURRENTLY IN CLASSES YOU NEED A **REGISTRATION FORM**.

Semester: *Fall* *Winter Mini* *Spring* *May Mini* *Summer I* *Summer II* *August Mini*

Name: _____ CWID/SSN: _____ Date: _____

Add Courses

Dept	Course Number	Section Number	Course Call Number	Hours
Instructor Approval (if required)				
Instructor Approval (if required)				
Instructor Approval (if required)				

Drop Courses

Dept	Course Number	Section Number	Course Call Number	Hours
Advising Approval (if required)				
Advising Approval (if required)				
Advising Approval (if required)				

Notice

Dean Signature _____

Notice

- Adding a course after 2nd class day in Mini & Summer, or 4th class day in Fall/Spring (See University Academic Calendar) requires the signature of the Instructor and Dean of your major.
- This applies to students who are currently enrolled.
- If you are an **international student**, you will need to have a signature from the International Student Services Office **ONLY** if you are dropping below a full course of study.
- If you are a **student athlete**, you must see Judy Sackfield in the Athletics Office and obtain a signature from her before your request can be processed.

Student Signature _____

- Students without holds can process their request through MyLeo. Athletes, University College and all other students with advising holds must submit Drop/Add forms to their Advisors. International students submit their requests to the Int'l Student Office, and all other requests are submitted to the Registrar's Office for processing.
- Refunds are based on total assessed tuition, not total tuition paid. A **class dropped** by the official reporting date will result in a reduction in total assessed tuition provided the student remains enrolled for that semester. No reduction will be given for courses dropped after these days. Refunds for dropped classes are mailed approximately five weeks after the first class day.
- Courses dropped after census date (See University Academic Calendar) will be assigned a grade of Q. A Q does not count in the grade point average but does count toward the 6 drop, 3 peat and 45/30 hour rule for all UNDERGRADUATE students. Graduate students will also receive a Q, but are not subject to the above rules.

Request WILL NOT be processed without appropriate signatures. Please allow 24 hrs for processing. Refer to MyLeo for confirmations.

Return to:

Office of the Registrar-Texas A&M University-Commerce- P.O. Box 3011· Commerce, Texas 75429-3011
Fax: (903) 886-5187

Revised 06/04/12

Privacy Policy

With few exceptions, state law gives you the right to request, review, and correct information about yourself collected on this form.