

St. Andrews University
 (A Branch of Webber International University)
Drop/Add Form

Today's Date: _____

Semester: _____

I have read and understand the information and instructions below.

Student's Signature: _____

Print: Student's Name: **Last Name** **First Name** **Initial**

Course Number 1	Course Dept. & No.	Section	Course title
Drop ____ Add ____	_____	_____	_____
Number of Credits Prior to the Drop/Add Action _____			
Number of Credits after the Drop/Add Action _____			
Instructor's Signature	Grade	Advisor's Signature	Registrar's Office & Date
_____	_____	_____	_____

Course Number 2	Course Dept. & No.	Section	Course title
Drop ____ Add ____	_____	_____	_____
Number of Credits Prior to the Drop/Add Action _____			
Number of Credits after the Drop/Add Action _____			
Instructor's Signature	Grade	Advisor's Signature	Registrar's Office & Date
_____	_____	_____	_____

Will this action result in a course load of fewer than 12 credits? Yes _____ No _____ If yes, you must have the approval of the Associate Dean for Academic Affairs.	
Are you a student athlete? Yes _____ No _____ If yes, you must have this document signed by the NAIA Compliance Office.	
NAIA Compliance Officer: _____	Date: _____

NOTE: After the Drop/Add period it will cost \$10 to Drop and \$10 to Add. You will receive a grade of "W" for the class you drop (it does not affect your GPA). Because you will have received a grade in that class, all fees have to be paid, including any overload fee (over 18 credits). Be aware that any change in credit level may have financial and/or other implications.
 THIS FORM IS NOT COMPLETE UNLESS IT IS SIGNED BY: YOUR ADVISOR, THE INSTRUCTOR, THE NAIA COMPLIANCE OFFICER (if appropriate) and the REGISTRAR, the ASSISTANT REGISTRAR, or the ASSISTANT to the DEAN FOR THE REGISTRAR'S OFFICE.
 Music and Riding Lessons have associated fees.