



DROP/ADD/WITHDRAWAL FORM

NOTE: To receive veterans benefits, you must contact the CSU Veterans Services Coordinator.

Last Name

First Name

MI

Student Identification Number

For What Term Do You Request a Schedule Change: YEAR _____

- Maymester Summer II
 Extended Maymester Fall
 Summer I Spring

ARE YOU A STUDENT ATHLETE?

YES NO

SIGNATURE - Director, Student-Athlete Success

Telephone: _____

ADD							
Code	Course Number	Section Number	COURSE TITLE	CREDITS	Permission to force into full class (chair's initial)	Time Conflict Both Instructors' Initials	

I understand that if I drop or withdraw from courses, I may jeopardize my ability to receive financial aid for the current term and/or future terms.

THIS SECTION MUST BE COMPLETED AFTER THE LAST DATE OF DROP/ADD

DROP (Drop/Add Period) or WITHDRAW (AFTER the Drop/Add Period)							
Code	Course Number	Section Number	COURSE TITLE	CREDITS	PROFESSOR SIGNATURE	LAST DATE OF ATTENDANCE	GRADE W

WITHDRAWING DOES NOT AFFECT HOURS

For Office Use Only:

Tuition Hours Before Change (including noncredit courses)

Tuition Hours After Change (including noncredit courses and hours; cannot exceed 18 hours without approval)

NOTE : If you withdraw from any class after the last day to receive a full refund, a withdrawal grade must be assigned. Tuition charges and hours remain. Student-athlete eligibility may be affected.

Regardless of any financial aid for which I have applied, I acknowledge I am responsible for all tuition and fees incurred by this registration, as well as all costs associated with its collection up to 40%. Additionally, I authorize any charges related to my attendance at Charleston Southern University to be placed on my student account.

NOTE : If you take an online CAPS course(s), you must have the Dean of your major's approval. There will be an additional charge.

Student's Initials _____ Dean's Initials _____

Student's Signature

Date

Advisor's Signature

Date

NOTE : If you take more than 18 hours, you must have the Dean of your major's approval. There will be an additional charge.

Student's Initials _____ Dean's Initials _____

OFFICE USE ONLY

DATA ENTRY _____
Initials _____ Date _____