



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 class designated for online students only as a student not enrolled in an online major, you need the student major's chair's approval.

Student's Initials _____ Chair's Initials _____

Student's Signature _____
Date

Advisor's Signature _____
Date

NOTE : If you are taking 19 to 21 credit hours, you will need Dean approval. If are taking over 21 credit hours, you will need Dean and VPAA approval. There will be an additional charge.

Student's Initials _____ Dean's Initials _____

OFFICE USE ONLY

DATA ENTRY _____
Initials _____
Date