



Office of the University Registrar

Student Resource Center
Drexel University
3141 Chestnut Street, Suite 222
Philadelphia, PA 19104
215.895.2300

Add/Drop/Withdraw Form

Name _____
Last First Middle Initial E-mail

University ID Number

Select Term Fall Winter Spring Summer _____
Academic Year (i.e. 2004-2005)

Select Status Undergraduate Graduate _____
Program of Study/Major

Select Your College/School

- Arts and Sciences
- Education
- Information Science and Technology
- BioMedical Engineering, Science and Health Systems
- Engineering
- LeBow College of Business
- Design Arts
- Goodwin College of Professional Studies
- Nursing and Health Professions

CRN # (i.e. 12897)	Subj/Course ID (i.e. ACCT 101)	Sec	Credits	Instructor Signature	CRN # (i.e. 12897)	Subj/Course ID (i.e. ACCT 101)	Sec	D/W	Credits	Instructor Signature
<i>Add</i>					<i>Drop/Withdraw</i>					
<input type="checkbox"/> Add Audit (Graduate only)					<input type="checkbox"/> Remove Audit (Graduate only)					

Student Signature _____ Date _____
Advisor or Academic Dean _____ Date _____
Processed by _____ Date _____

Co-op Representative (if applicable) _____ Date _____
Advisor E-mail _____



Add/Drop/Withdraw Rule Set

Purpose

This form is to be used by students who seek to add or drop a course during the first 2 weeks of the term and who cannot otherwise add or drop the course(s) online through Banner as well as by students seeking to withdraw from a course. All forms must have the signature of the student's academic advisor in order to be processed.

Adds

A student can use this form to add a course that is closed, to add a course while on co-op and to add a course for which there are registration errors. Students who are attempting to add a course which is closed are required to obtain the signature of the instructor of the course. Students who are on co-op are required to obtain the signature of their co-op advisor in order to add a course. All forms must be returned to their academic advisor with required signatures for processing. This form cannot be used to add a course after the conclusion of the second week of the term.

Drops

A student who is on hold can use this form to drop a course. This form cannot be used to drop a course after the conclusion of the second week of the term. Students seeking to drop a course must have their advisor indicate such by writing a 'D' in the column marked 'D/W' next to the corresponding course. All forms must be returned to the academic advisor with required signatures for processing.

Withdrawals

Students can use this form from the first day of Week 3 to the last Friday in Week 6 to withdraw from a course and earn a 'W' for the course. Students seeking to withdraw from a course must have their advisor indicate such by writing a 'W' in the column marked 'D/W' next to the corresponding course. This form cannot be used to withdraw from a course after the sixth week of the term. Students must obtain the signature of the instructor of the course, as well as their academic advisor, and turn the completed form into the Student Resource Center in order for the form and the withdrawal to be processed.