

PRAIRIE VIEW A&M UNIVERSITY – Office of the Registrar

ADD/DROP FORM

WARNING: Use ONLY when at least ONE COURSE is retained. Dropping all courses constitutes a WITHDRAWAL from the University, and student will be billed for all services as if still registered. USE the official WITHDRAWAL FORM when dropping all courses.

Term Data						Fall	Summer	Spring
	Student ID#	Major	Classification	Semester Year				
Name <small>(Please print)</small>								
	Last	First	MI	Email Address				
Local Address	<input type="checkbox"/> Mark here if new address							
	Residence Hall/ Street/P. O. Box			City	State	Zip	Phone	

I understand I am responsible for updating all address and telephone information.

Student's Signature _____

Date _____

DROP	5 DIGIT CALL NUMBER	COURSE NUMBER	DAY	TIME	DESCRIPTIVE TITLE
DROP	<i>Example 1 0 0 4 8</i>	<i>ADSY 1013 001</i>	<i>MWF</i>	<i>9-9:50 am</i>	<i>Intro Info Systems</i>
DROP					
DROP					
DROP					

*ADD	5 DIGIT CALL NUMBER	COURSE NUMBER	DAY	TIME	DESCRIPTIVE TITLE
ADD					
ADD					
ADD					

*Section D below must be completed if adding this course(s) results in an overload.

REASON/JUSTIFICATION _____

Student's Signature _____

Date _____

For Official Use Only (A, B, C, D):

A. Course Selection

Advisor's Signature

Date

Note: Pre- and/Co Requisite actions must be approved by the college/department offering the course. Please bring all parts of the form to the Registrar's Office for processing.

B. Pre- and/or Co-Requisite Met

Requested Course

Dean or Department Head's Signature

Date

Requested Course

Dean or Department Head's Signature

Date

C. Pre- and/or Co-Requisite Waiver

Requested Course

Dean or Department Head's Signature

Date

Requested Course

Dean or Department Head's Signature

Date

D. Overload Approval

Total SCH (Semester Credit Hours)

Department Head's Signature

Date

System Course Entry Use Only	
Signature	
Date:	

Dean's Signature

Date

Provost's Signature

Date

1. Processing Office 2. Student

Note: Per the TAMUS Records and Retention Schedule, departments must retain this document for one year after the close of the registration semester.