

**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.

<b>Term Data</b>				Fall	Summer	Spring
	<b>Student ID#</b>		<b>Major</b>	<b>Classification</b>		<b>Semester Year</b>
<b>Name</b> (Please print)						
	<b>Last</b>	<b>First</b>	<b>MI</b>	<b>Email Address</b>		

**Student's Signature**

Date

DROP	5 DIGIT CALL NUMBER	COURSE NUMBER	DAY	TIME	DESCRIPTIVE TITLE
DROP	<i>Example 10048</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.

**IMPORTANT:** Student may still be responsible for paying part or all of the tuition and fees depending on the date the drop request is received. Please view the Refund/Adjustment Schedule at [www.pvamu.edu/pages/3529.asp](http://www.pvamu.edu/pages/3529.asp) and the Academic Calendar at [www.pvamu.edu/calendar](http://www.pvamu.edu/calendar) for dates.