

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 (Please print)						
	Last	First	MI	Email Address		

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 and the Academic Calendar at www.pvamu.edu/calendar for dates.