



Please return completed form to the Registrar's Office, ASEC Room 305

## ADD/DROP FORM

**Name:**

**Clark ID#:**

**Select Semester:**    *Fall*    *Spring*    *Summer*    *May Term*    *Intersession*    **Year:**

**Select College:**    *Undergraduate*    *Graduate*    *SOM*    *SPS Undergraduate*    *SPS Graduate*

**Student Signature:**

**Date:**

*Late adds for Arts & Sciences undergraduate students require a faculty signature and may require a petition. All other students must obtain a faculty signature and permission from the dean or director of their school\*. Late drops will be treated as withdrawals (see withdrawal form). Late fees may apply. Pass/Fail grading selection is available to undergraduates & does not require a signature; however, you should discuss this option with your advisor. A&S undergraduate internship courses require a signature from the Career Services Office\*\*. GSOM students should contact their advisor prior to auditing a course. SPS students should contact the Assoc. Dean. For further information &/or assistance please contact the Registrar's Office.*

**Course Info:**

1. Course CRN:	Subject:	Number:	Section:	Title:
Action:	Add    Drop	Add as Audit	Pass/fail	**Variable Units Course: # of Units

**Print Instructor's Name:**

**Instructor's Signature:**

**Date:**

2. Course CRN:	Subject:	Number:	Section:	Title:
Action:	Add    Drop	Add as Audit	Pass/fail	**Variable Units Course: # of Units

**Print Instructor's Name:**

**Instructor's Signature:**

**Date:**

**\*\*Undergraduate Internship Courses:** Must obtain signature from Career Services

Print Career Services Name:

Career Services Signature:

Date:

**\*Graduate students required signatures:**

Print Director or Graduate Dean Name:

Director or Graduate Dean Signature:

Date: