

ADD/DROP FORM

Name: _____

Date: _____

Adding Class							
Course Name and Course ID Number:	# of Units	Unit Cost	Fall *	Spring *	Summer	Charge	
						-	
						-	
						-	
						-	
						-	
						-	
Tuition Due:	-					-	
Select One: Payment in full		Charge my account and adjust TIP Payments					
For Office use only:							
Add/Drop Fee **							
Total Amount Due:							-

Dropping Class							
Course Name and Course ID Number:	# of Units	Unit Cost	Fall *	Spring *	Summer	Charge	
						-	
						-	
						-	
						-	
						-	
						-	
Tuition Due:	-					-	
Select one : Credit my account and refund credit balance		Credit my account					
For Office use only: Calculation of Credit: if withdrawing during first 60% of classes							
Total Unattended Class Hrs	-	Divided by Total hours	0%	x Total Tuition \$	-		
Add/Drop Fee **							
Total Credit Amount Due							-

* Please note: You must separately modify each semester of a year long course (Ex-Susan wants to drop Torts. She must drop Fall & Spring)
 ** Fee Warning: Please submit all modifications on ONE form. You will incur additional fees if you submit multiple add/drop forms. Note: the \$25 The modification fee (AKA-add/drop fee) will be applied to your account if you modify your enrollment after Add/Drop Week.