



REQUEST TO DROP/ADD COURSES

Before Term deadline

Office of the Registrar
3rd floor College Center

This form is used by students to add or delete individual courses during the Drop/Add period ONLY. Forms must be delivered in person to the Wesley College Registrar's Office and cannot be accepted without advisor's signature. (No exceptions.) Forms will NOT be accepted after the deadline.

ACADEMIC YEAR : _____ FALL 14 FALL I FALL II WINTER SPRING 14 SPRING I SPRING II SUMMER _____

Do you receive military benefits? YES _____ NO _____ Do you receive Financial Aid? YES _____ NO _____ Wesley staff discount? _____

Student's Full Name: _____ Student's I.D. No.: _____ Fulltime Part-time

Phone : _____ Cell phone: _____ Student's email _____@email.wesley.edu

DROP	PREFIX	NUMBER	SECTION	COURSE TITLE	CREDITS	DAYS	TIME

NOTE: *Students receiving financial aid should contact the Financial Aid Office to determine potential effects on eligibility related to making changes in course credit load.* Active duty military personnel receiving tuition assistance are required by Air Force guidelines to make schedule changes in person at the Dover AF Base office.*

ADD	PREFIX	NUMBER	SECTION	COURSE TITLE	CREDITS	DAYS	TIME	INSTRUCTOR'S SIGNATURE : OVER COURSE CAP	INSTRUCTOR'S SIGNATURE: MISSING PREREQUISITE

Student signature: _____ Student's Major: _____ Date: _____

Advisor signature: _____ Advisor's PRINTED NAME: _____ Date: _____

Updated 10/14/2016

REFUND: \$ _____ ADDITIONAL FEE: \$ _____

Finance Office signature as needed: _____ Date: _____