



REQUEST TO DROP/ADD COURSES

Before Term deadline

Office of the Registrar
3rd floor College Center

This form is to be used by students wishing 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.

(Students wishing to withdraw completely from Wesley College should report to the Office of Student Life.)

IMPORTANT: 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.

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

Parttime

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

DROP

PREFIX	NUMBER	SECTION	COURSE TITLE	CREDITS	DAYS	TIME	INSTRUCTOR'S SIGNATURE	REASON FOR DROP

ADD

PREFIX	NUMBER	SECTION	COURSE TITLE	CREDITS	DAYS	TIME	INSTRUCTOR'S SIGNATURE & REASON FOR SIGNING

Student signature: _____

Student's Major: _____

Date: _____

Advisor signature: _____

Advisor's PRINTED NAME: _____

Date: _____

Updated 08/19/2013

REFUND: \$ _____ ADDITIONAL FEE: \$ _____

Finance Office signature as needed: _____ Date: _____