# HENDRIX COLLEGE  ADD / DROP FORM

**Directions to Student:**

This form must be signed by your advisor, instructor(s)* and a representative from the Office of the Registrar.

Submit this completed form to the Office of the Registrar before the applicable deadline. The add/drop process is not complete until all signatures have been secured and this form submitted.

If this add/drop request reduces your current semester course load to fewer than three full-credit courses, you will drop to part-time status. Contact the Business, Financial Aid, and Housing offices, as appropriate, to discuss possible consequences of such a change prior to submitting this form.

A $100 late fee will be applied to courses added in the current semester after the ninth day of classes

**Name** _____ **Student ID** _____ **Class** _____

|  | Term | Catalog Code | Title | Instructor | Period |
|---|---|---|---|---|---|
| **DROP** |  |  |  |  |  |
| **DROP** |  |  |  |  |  |
| **DROP** |  |  |  |  |  |
| **DROP** |  |  |  |  |  |

|  | Term | Catalog Code | Title | Instructor | Period | Instructor Approval* |
|---|---|---|---|---|---|---|
| **ADD** |  |  |  |  |  |  |
| **ADD** |  |  |  |  |  |  |
| **ADD** |  |  |  |  |  |  |
| **ADD** |  |  |  |  |  |  |

*Instructor approval is required to add a class after the ninth day of the semester or if section limits have been reached.

_____  _____  _____  _____
**ADVISOR**                 **Date**        **OFFICE OF THE REGISTRAR**      **Date**