

PLEASE USE INK ONLY

Mount St. Joseph University  
**ADD/DROP FORM**

Recorded By: \_\_\_\_\_  
(Office Use)

NAME: (PLEASE PRINT) \_\_\_\_\_  
(Last) (First)

DATE: \_\_\_\_\_

ID# \_\_\_\_\_ PHONE# \_\_\_\_\_

SEMESTER /TERM: \_\_\_\_\_

**ADD THE FOLLOWING COURSES:**

Dept.	Course No.	Section	Course Title	Semester Hrs.	Days	Time	P/F Or Au	Signatures (Instructor Or Department Chair Of Course Signature Required After Classes Begin)

**DROP THE FOLLOWING COURSES:**

Dept.	Course No.	Section	Course Title	Semester Hrs.

**DROP/ADD POLICY**

Traditional classes dropped weeks 1 – 5 require advisor’s signature. Classes are removed from the academic record. Classes dropped weeks 6 -10 are assigned a grade of W. Advisor’s signature is required. No classes can be dropped week 11 and beyond. Please check the Policies and Procedures information for summer term drop/add policies. Accelerated classes cannot be added after the first class session. Consult the applicable Policies and Procedures information for drop dates. Any exceptions require the signature of the Vice President of Academic Affairs.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Effective Drop Date

Student Administrative Services Copy - White

Student Copy - Pink

The Mount St. Joseph University provides academic advising to degree seeking students. However, the final responsibility for meeting the program degree requirements and being informed of College regulations and procedures rests with the student.