



Add/Drop

University of Southern Indiana
 Registrar's Office
 Orr Center, Rm 1075 Email: registrar@usi.edu
 Phone: 812-464-1762 Fax: 812-464-1911

STUDENTS DO NOT WRITE IN THIS AREA	
Percentage of refund	
Processed by	Date
Checked by	Date
Student's program	

Use this form if you are adding and/or dropping courses that will leave you still enrolled in the semester/term

Student ID Number: 000 Name (Last, First, MI): _____

Date of Birth: _____ Semester/Term of Add/Drop: _____ Year: _____

The student's signature is required for all add/drops. Additional required signatures include:

	Drop (part of schedule)	Add
New Freshmen and degree-seeking undergraduates with fewer than 30 earned hours	Instructor and Advisor	Instructor and advisor
Undergraduates with 30 or more earned hrs, non-degree-seeking students, graduate students	Instructor	Instructor

SECTION ONE: Indicate each class you wish to drop and/or add for the current semester/term

D R O P	CRN	Subject	Course Number	Section Number	Hrs	Instructor's Signature * †	

A D D	CRN	Subject	Course Number	Section Number	Hrs	Instructor's Signature †	

* If instructor is not available, see the instructor's department chair.
 † If department chair is not available, see the instructor's dean.

† Instructor's signature not required for special length courses that have not yet started

SECTION TWO (TERMS AND CONDITIONS):

Please initial beside each item, either by hand or electronically, to indicate you have carefully read all terms and conditions.

- 1) I understand that it is **my responsibility** to complete this Add/Drop form and obtain all required signature(s) before submitting it, and that it is **my responsibility** to submit the completed form to the Registrar's Office for processing.*
initials _____
- 2) I understand my Add/Drop form will only be processed once the form is completed in its entirety and submitted to the Registrar's Office. If it is faxed or scanned/emailed after hours, I understand that it will not be processed until the next business day. Any refund (if applicable) will be granted according to the refund rate in effect on the day the completed Add/Drop form is processed. Refer to the Refund Schedule (www.usi.edu/registrar/schedule-changes/refund-schedules)*
initials _____
- 3) It is my responsibility to consult with my academic advisor to determine how this add/drop may impact my grades, cumulative GPA, and overall academic progress. Refer to www.usi.edu/registrar/grades-grading-policies for more information.*
initials _____
- 4) I understand that dropping one or more course could result in the reduction or loss of financial aid and/or scholarships (including 21st Century), and that it is my responsibility to check my situation with Student Financial Assistance.*
initials _____
- 5) It is my responsibility to contact the appropriate offices to determine how this add/drop may impact the following:*

University housing (Housing and Residence Life; 812-468-2000)	Meal plan (Eagle Access Card; 812-464-1859)
Financial aid (Student Financial Assistance; 812-464-1767)	Account balance (Bursar; 812-464-1842)
Returning textbooks (Campus Store; 812-464-1717)	Student employment (Human Resources; 812-464-1815)

initials _____
- 6) I understand that dropping courses may delay my graduation.*
initials _____
- 7) I understand that I cannot drop any special length course that has already ended at the time this Add/Drop form is processed by the Registrar's Office, and that I will receive a final grade for said course.*
initials _____

SIGNATURES: By signing this form by hand or electronically, I agree to the terms and conditions above and understand that revising my schedule does not release me from any financial obligations with other University offices.

Student's handwritten/legal signature: _____ Date: _____
 (Digital signature will only be accepted when this form is received from a secure University of Southern Indiana email address)

Registrar's use only
 NA 30+ hrs

PRINTED name of Academic Advisor or designee _____ SIGNATURE of Academic Advisor or designee _____
 Instructor signature(s) should be obtained under section one. If required, the academic advisor or authorized designee's signature should be placed on the above line. Authorized designees include the Director of Advising for the college of your major, Assistant Dean, Associate Dean, or Dean.