WILSON COLLEGE
Office of the Registrar

ADD/DROP FORM
Change in Grading Option

NAME _____   CLASS YEAR _____ YEAR/TERM _____
(Please print)
ID# (preferred) or SSN _____   DATE _____

	Dept/Course #	Section #	Grading Option	Attended Dropped?	Instructor Signature	Date
ADD				//////		
				//////		
				//////		
DROP				Yes or No		
				Yes or No		
				Yes or No		

It is the student's responsibility to inquire to the Office of Financial Aid to determine if she/he qualifies for Financial Aid for this semester. Please contact the Business Office with questions concerning payment. All payments must be made to the Business Office.

- **I agree that I am responsible for my financial obligation to Wilson College that may be incurred by this schedule adjustment.**
- **Default of Financial Obligation**
  - I agree, that in default of any financial obligation to Wilson College, I agree to pay all costs and expenses incurred by Wilson College, including 25% collection agency cost and reasonable attorney fees, in collection of any sum that is due.
  - I agree that if I owe a financial obligation to Wilson College, Credit Bureau reports may be reviewed by collection agencies.
  - I understand that in the event of default that academic transcripts and grades will not be released until the debt is paid in full.
  - My signature confirms my understanding of the Financial Obligation as described above.

Student Signature _____   Date _____

Advisor Signature _____   Date _____

Students receiving financial aid must notify the Financial Aid Office of any schedule changes.

Please return books for dropped courses to the bookstore <u>before</u> submitting the Add/Drop form to the Registrar's Office.

Office Use Only: Date received by the Registrar _____

Instructions:

During Late Registration, a student must use the Add/Drop Form to make schedule adjustments.

Complete the information at the top of the form. Please print your name clearly.

A degree seeking student should indicate the Class Year as the year you will graduate. TIP and non-degree students may list these classifications as the Class Year.

The Year/Term should be listed as the academic year and semester for which the Add/Drop is being requested.

It is preferred that you list your student ID#. This is provided to all students upon the first registration at the College and can be found on the My Wilson Portal or your billing statement.

List up to three courses that you are requesting to be added in the top three rows in the Add section. Be sure to list the section of the course since there may be multiple sections.

List up to three courses that you are requesting to drop in the bottom three rows in the Drop section. **You must indicate if you have attended the courses requested to be dropped.**

The Grading Option column may be used to request an audit of the course or to take the course with the Credit/No Credit grading option. (Please refer to the Wilson College Catalog.) The column may be left blank if the course is to be taken for the normal letter grade option.

Before the **Add/Drop** period begins, **only** the signature of the **academic advisor** is required.

During the **Add/Drop** period, the **instructor(s)** must **also** sign the form.

The student's signature is always required on the form.

The completed form must be submitted to the Registrar's Office by the published deadline.