



ADD/DROP FORM

Refunds/grades are calculated based on the submission date

LAST NAME _____ FIRST NAME _____ MI _____
 STUDENT NUMBER _____ TODAY'S DATE ____/____/____
 SIGNATURE _____

- Fall Winter Spring/Summer
 Check if receiving Financial Aid
 In-district Out-district Out-state

ADD Overload or Instructor Permission (✓ Please check one)

COURSE (Ex. ENG 111 01)	COURSE DATES		CR HRS	INSTRUCTOR SIGNATURE	OVER	PERM	REG IN	SPECIAL FEES	TUITION	FINANCE AMOUNT
	BEGINS	ENDS			✓	✓				

DROP/CANCEL

COURSE (Ex. ENG 111 01)	COURSE DATES		CR HRS	DROP CODE REASON (see back)				FINANCE	
	BEGINS	ENDS			REG IN	W	SPECIAL FEES	TUITION	% AMOUNT
NOTE: If you officially drop before mid-course, your final grade will be "W"; after mid-course and through the end of the 12 th week your final grade will be "WP"/"WE".					TOTAL CREDITS <input type="checkbox"/>	CHECK DATE	TOTAL REFUND		

REMARKS _____ CIRCLE REF / EVEN / PAY / NR

YELLOW COPY – Registrar's Office • 1961 Delta Rd • University Center MI 48710 • (989) 686-9305 • regis@delta.edu

WHITE COPY – Student

DROP REASONS

Choose the reason that is **most** responsible for you dropping your class. On the reverse side, fill in the Reason Code on the same line as the class you are dropping.

DROP REASON

10001 Academic Advising Not Followed
10002 Academic Advising Was Incorrect
10003 Books/Supplies Not Available
10019 Changed to New Section
20001 Child Care Problems
20008 Church Missions
10007 Class Location/Time Inconvenient
10006 Class Too Easy
10005 Class Too Difficult
10009 Complaint With Instructor
10008 Complaint With Employee
10010 Credit Load Too Heavy
10011 Dissatisfied With Course
10012 Enrolling at Another College
20002 Family Problems
20003 Financial Problems
20004 Illness, Hospitalization
10013 Lack of Prerequisite(s)
20005 Lack of Time
20006 Military Commitments
10015 Missed Too Many Classes

DROP REASON

20007 Moved
10014 Not Required For Program
10018 Other Class Cancelled
20009 Personal/Confidential
10016 Program/Degree Changing
10017 Should Have Taken Developmental Course First
20010 Transportation Problems
20011 Work Schedule
20012 Work – Accepted Employment

Office Use Only

30001 Administrative – Disciplinary
30002 Administrative – Generic
30003 Administrative – Non-Payment
30004 Death of Student
30005 Excessive Absences
30006 Lack of Prerequisite(s)
30007 Never Attended
30008 No Reason Given