Lincoln College of New England

DROP/ADD FORM

STUDENT: _____

MAJOR: _____ SIGNATURE: _____

CLASS CHANGE	COURSE ID CODE	COURSE NAME	DAYS	TIMES	INSTRUCTOR	INSTR. INITIALS	LAST DATE OF ATTENDANCE
DROP							
ADD							

AUTHORIZATIONS:

_____

ADVISOR DATE

_____

REGISTRAR DATE

ADVISOR - PLEASE CHECK:

_____ Will change student to PT FT (circle one)

_____ Will not change student to PT FT (circle one)

_____ Will affect financial aid (consult Financial Aid Director)

_____ Will not affect financial aid

All changes to student's official schedule may only be made using this form. Students wishing to change their schedules:

A. Should obtain the DROP/ADD form from their **ACADEMIC ADVISOR.**

B. Discuss the considered change with **ACADEMIC ADVISOR** to determine/understand its effects on:
   * completion of curriculum
   * financial aid status
   * refund status

C. Obtain instructor(s) initials on this form.

D. Return form to **ACADEMIC ADVISOR** for final authorization and submission to the Registrar.

E. Continue to attend class to be dropped until notified by Registrar that the schedule change has been processed completely.

Class dropped during week 1 will not appear on transcript.
Class dropped during week 2 until 10 days after mid-terms will show with a grade of "W" on transcript.
Class dropped after 10 days after mid-terms will reflect a grade of "F" on transcript.
Classes may be added to schedule <u>only</u> during week 1, prior to generation of Final Class Lists.