



Request for Drop/Add

IF DROPPING ALL COURSES, YOU MUST SUBMIT A WITHDRAWAL FORM

Semester: Fall Winter Mini Spring May Mini Summer I Summer II August Mini

Name: _____ CWID: _____ Date: _____

Drop Courses

Dept.	Course Number	Section Number	Course/ Call Number	Hrs.
Instructor Approval				
Instructor Approval				
Instructor Approval				
Instructor Approval				
Instructor Approval				

Add Courses

Dept.	Course Number	Section Number	Course/ Call Number	Hrs.
Instructor Approval				
Instructor Approval				
Instructor Approval				
Instructor Approval				
Instructor Approval				

Notice:

Courses dropped are counted toward the 45-hour, 30-hour, 3-peat and 6 drop limit rules as attempted hours.

Reason for Dropping:

Student Signature:

Instructions

1. Enter changes in the appropriate column.
2. Adds must be completed prior to last day to change schedules – refer to the Academic Calendar located at: <http://www.tamu-commerce.edu/registrar/calendar.asp>
3. Classes that have reached maximum enrollment cannot be added without the signature of the instructor or department head.
4. Dropping a class after the 2nd (mini), 4th (summer), or 12th (fall/spring) class day requires the signature of the instructor or department head.
5. Take completed form to Registrar's window for processing or fax to 903-886-5888.
6. Pay additional tuition/fees online through myleo (when applicable).
7. Refund checks take approximately three weeks.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.

It is understood that the transaction on this sheet does not exceed general catalog requirements regarding student course loads. If it does exceed the course load policy, I understand that I must drop to the maximum permitted load.