



Processed by: _____
Date: _____

Add/Drop/Withdraw Form

Date: _____

Student ID: _____

Name: _____
Last First MI

Semester: Fall Spring Summer Year: _____

ADD

This form should only be used if a student is unable to register in My MU Plan and does not have a hold preventing registration.

Subject	Course Number	Section	Number of Credits	Title

DROP/WITHDRAW

This form should only be used if a student is unable to drop courses in My MU Plan. To withdraw from a course, students must complete this form. **Dropping or withdrawing from classes may affect your financial aid, veteran aid, athletic eligibility, or campus housing. International student visa status may also be impacted. Please contact any applicable office before you drop or withdraw.**

Subject	Course Number	Section	Number of Credits	Title

I request the above actions and understand that I will be billed for any applicable registration charges and may not receive a refund for course withdrawals. By signing this form, I agree to the Registration Terms and Conditions and Promise to Pay, available on the Office of the Registrar's website at https://www.marymount.edu/marymount.edu/media/Academic_media/Registrar/REGISTRATION-TERMS-AND-CONDITIONS-PROMISE-TO-PAY.pdf.

Student Signature Date

Instructor Signature Date

Advisor Signature Date

School Use Only	
_____ School Dean's Office Approval	_____ Date
Indicate Reason for approval:	
<input type="checkbox"/> Closed <input type="checkbox"/> Repeat <input type="checkbox"/> Prerequisite waiver	
<input type="checkbox"/> Other: _____	