MARYMOUNT
U N I V E R S I T Y

Add/Drop/Withdraw Form

| Processed by: |
| Date: |

Student ID: _____   Date:_____

Name: _____   _____   _____
         Last   First   MI

International Student: ☐Yes   ☐No

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:** |
| ☐Closed ☐Repeat ☐Prerequisite waiver |
| ☐**Other:**_____ |

Revised 11/14/19