



Request for Add/ Drop

IF YOU ARE NOT CURRENTLY IN CLASSES YOU NEED A **REGISTRATION FORM**.

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

Name: _____ CWID/SSN: _____ Date: _____

Add Courses

Dept	Course Number	Section Number	Course Call Number	Hours
Instructor Approval			Date	
Instructor Approval			Date	
Instructor Approval			Date	

Drop Courses

Dept	Course Number	Section Number	Course Call Number	Hours
Instructor Approval			Date	
Instructor Approval			Date	
Instructor Approval			Date	

Notice

*Dean Signature _____

Notice

- Adding or dropping a course after census (See University Academic Calendar) also requires the signature of the Dean of your major. No action will be taken if proper signatures are missing.
- This applies to students who are currently enrolled.
- If you are an **international student**, you must obtain the signature of the international students office before your request can be processed
- If you are a **student athlete**, you must see Judy Sackfield in the Athletics Office and obtain a signature from her before your request can be processed.

Student Signature _____

- Dropping a class after the 2nd (mini), 4th (summer), or 12th (fall/spring) class day requires the signature of the instructor or department head. Courses may be dropped through myLeo.
- Refunds are based on total assessed tuition, not total tuition paid. A **class dropped** by the official reporting date will result in a reduction in total assessed tuition provided the student remains enrolled for that semester. No reduction will be given for courses dropped after these days. Refunds for dropped classes are mailed approximately five weeks after the first class day.
- Courses dropped after census date (See University Academic Calendar) will be assigned a grade of Q. A Q grade does not count in the grade point average but does count toward the 6 drop, 3 peat and 45/30 hour rule for all UNDERGRADUATE students. Graduate students will also receive a Q grade, but are not subject to the above rules.

Request WILL NOT be processed without appropriate signatures.

Return to:

Office of the Registrar-Texas A&M University-Commerce · P.O. Box 3011 · Commerce, Texas 75429-3011
Fax: (903) 886-5888

Privacy Policy

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