ADD/DROP FORM

Do not substitute this for the Registration Form – use only to make changes to your registration.
(Please fill out entire form.)

Name:__________________________________________
Last     First     Middle

Student ID#:__________________________________ Home Phone:____________________________________

Work Phone:___________________________________

Degree Program: ( ) DMIN ( ) MDIV ( ) MA ( ) Diploma ( ) Non-Degree ( ) CE

Term: ( ) Fall ( ) Spring ( ) Summer Year:__________________________

Are you receiving or have you ever received Financial Aid at UTS? ( ) Yes ( ) No
(If yes, please refer to the Student Handbook and talk to Michelle Turnau, Director of Financial Aid)

### ADD:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Sect</th>
<th>Course Title</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Credit</th>
<th>Grade Option</th>
</tr>
</thead>
<tbody>
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<td>LG; PNC; AU</td>
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</tbody>
</table>

### DROP:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Sect</th>
<th>Course Title</th>
<th>Day</th>
<th>Time</th>
<th>Instructor</th>
<th>Credit</th>
<th>Last Day Attended</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Students will be charged a $75.00 course drop fee for each course dropped on or after the first day of the term. Fee does not apply if another course is added in the place of the dropped course.

__________________________  __________________________
Signature of Student        Date

AFTER RECEIVING FACULTY ADVISOR SIGNATURE, RETURN THIS FORM TO THE REGISTRAR’S OFFICE

Office Use Only:
Refund Percentage:__________________________%
Drop Fee: ( ) Yes  ( ) No  If no, indicate reason:
( ) dropped prior to start of term  ( ) course added at same time  ( ) administrative waiver of fee
( ) course cancelled  ( ) other

Revised: 7 August 2015