

Course ADD/DROP REQUEST FORM

Summer 2016

Student's Name: _____

Student ID: _____

ADD		
COURSE ID	SECTION	CR. HRS.

DROP		
COURSE ID	SECTION	CR. HRS.

Advisor's Signature _____
(not required for section changes)

Coordinator's Signature _____
(not required for section changes)

Date Received by the Registrar's office _____

Processed by _____

MAKE UP CLASS WORK ASSIGNED PRIOR TO LATE ENROLLMENT

Although University policy permits late registration and add/drop for **4 class days in regular semesters and 2 class days in summer** after the beginning of classes, students enrolling late in a course should not expect special make-up assistance from instructors. Students are responsible for all assignments, quizzes and examinations at the time they are due.

I have read and understand AUI's compulsory class attendance policy: _____
Student's Signature

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