

**Alma College - Drop/Add Form**

Date: \_\_\_\_\_

Circle term of drop/add:  **Fall**     *Winter*     *Spring*     *Summer 1*     *Summer 2*     *Summer 3*

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Courses to be Dropped				Courses to be Added				Instructor Signature
Dept	Course #	Section	# Credits	Dept	Course#	Section	# Credits	

How many credits will you be enrolled in after this change? \_\_\_\_\_ Are you competing in intercollegiate athletics? \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date Processed:** \_\_\_\_\_  
 ( Required)

1. The **Advisor signature is always required.** The **Instructor signature** is required for **closed courses** and for **courses requiring instructor permission.** The instructor signature is not required to drop a course.
2. Return all parts of the completed form to the Registrar's Office.
3. Once processed, keep your (pink) copy for proof of admission to class.