

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.