



Student I.D. Number	Date
T	

SPRING 2020 ADD/DROP/CHANGE COURSES

Name Enrolled Under (Last, First, Middle, Other)	
Mailing Address	Phone

Starting with the first day of the semester, this form must be completed and returned to the Office of Student Services to change your class schedule. Refer to dates below for important information. **If you are dropping all of your classes, this is not the correct form to complete. Contact the Office of Student Services or call 479-667-3433 for more information.**

Last day 100% refund - tuition/feesJan 17 Last day 80 % reduction/tuition.....Jan 28
 Last day to register and add/change sectionsJan 17 Last day to drop with a "W" or change to audit.... Apr 17
 Last day to drop with course(s) not reflected on transcript..... Jan 17

Condensed courses (classes less than one full semester in length) will have different registration, drop, and refund dates.

Withdrawal/audit dates may be different for courses with unusual beginning and/or ending dates. Contact the Office of Student Services for more information.

DROPPING				ADDING				Course OVR Approval	
CRN	Course Prefix	Course Number	Sec. No.	CRN	Course Prefix	Course Number	Sec. No.	Closed Class	Pre-/ Co-Req
18 hours is defined as a maximum class load. Any deviation from above policy requires Chief Student Officer's approval for course overload here: _____				_____ TOTAL HOURS ENROLLED		Comments:			

Student: _____
 (Signature)

Advisor: _____
 (Signature)

WARNING: DROPPING A COURSE(S) MAY RESULT IN LOSS OR REDUCTION OF YOUR FINANCIAL AID or VETERAN BENEFITS.

If you receive aid, please check with the Financial Aid Office before dropping a class. Dropping a course may affect your graduation requirements. Please check with your academic advisor before modifying your schedule.