ATU™ ARKANSAS TECH UNIVERSITY | OFFICE OF THE REGISTRAR

Brown Hall, Suite 307 | registrar@atu.edu | 479-968-0272

Spring 2026 Add/Drop

Student ID Number	Date
T	

Name Enrolled Under (Last, First, Middle, Other)	Do you receive financial aid (loans, grants, scholarships)? ☐ Yes* ☐ No	*Financial Aid representative signature

Dropping ALL of your courses? Do not complete this form; Navigate to the Registration Information card on OneTech. Open the Registration Quick links and select "Drop Classes or Withdrawal." Follow instructions found there.

Dates below are for full-session courses with course dates: **January 12-May 6, 2026**
Last day 100% refund - tuition/fees: **January 16**
Last day to add/change sections : **January 16**
Last day to drop with course(s) not reflected on transcript: **January 27**
Last day 80% reduction/tuition: **January 27**
Last day to drop with a "W" or change to audit: **April 10**

For condensed class dates Navigate to the Registration Information card on OneTech. Open the Registration Resources and select "Condensed Classes."

*WARNING: DROPPING A COURSE MAY RESULT IN LOSS OF YOUR FINANCIAL AID or VETERAN BENEFITS
SCHOLARSHIPS- Academic scholarships require completion of at least <u>15</u> hours. Requirements for private scholarships vary in required number of hours.
LOANS- Requirements vary based on policy.
GRANTS- Requirements vary in conjunction with the amount of grant you receive.
For questions concerning scholarships, grants and loans, please contact the Financial Aid Office, Brown Hall, Suite 206 or call 479-968-0399.
VETERANS BENEFITS- Dropping below full-time may affect benefits; please contact Veteran Services, Doc Bryan, Suite 104 or call 479-968-0445.

DROPPING† / ADDING

CRN	Course Prefix	Course Number	Section No.	†Did you attend?	CRN	Course Prefix	Course Number	Section No.	Course OVR Approval Closed Class	Pre/Co-Req
				Yes / No						
				Yes / No						
				Yes / No						
				Yes / No						
				Yes / No						
				Yes / No						

Undergraduates: class load of more than 18 hours requires Dean's signature.
Graduate Students: class load of more than 12 hours requires signatures of Program Director and Dean of Graduate College.

_____
TOTAL HOURS ENROLLED AFTER CHANGE

Comments:

This form can be signed electronically if opened in Adobe.

Advisor's Signature: _____

Student's Signature: _____

*A $10.00 Fee will be charged to your student account, except for changes made for the convenience of the university.

*WARNING: ADDING A COURSE MAY RESULT IN ADDITIONAL TUITION AND FEES!

Office Use Only   TSAAREV
☐ Course Change Fee- F031
☐ Late Registration Fee- F033
☐ $10 Fee Waived per _____

Revised October 13, 2025

Student ID Number	Name Enrolled Under (Last, First, Middle, Other)

Do you feel ATU could have done more to meet your needs? If so please tell us how:

_____

_____

_____

Please tell us why you wish to drop. Please select all that apply.

Academic Issues
- ☐ Another course or section better fits my schedule
- ☐ Changing major
- ☐ Changing minor
- ☐ Classes too large
- ☐ Could not understand the instructor or course materials
- ☐ Course not required for major
- ☐ Inadequate academic support services
- ☐ Insufficient high school preparation
- ☐ Lack of academic challenge
- ☐ Lack of progress in the course(s)
- ☐ Need to re-enroll in class(es) next semester
- ☐ Need to re-enroll in class(es) with different instructor
- ☐ Quality of instruction did not meet expectations
- ☐ Reduce course load
- ☐ Wanted class(es) face to face
- ☐ Wanted class(es) online

Financial Issues
- ☐ Change in family financial circumstances
- ☐ Didn't have enough money to continue
- ☐ Financial aid was not sufficient
- ☐ Increases in tuition and fees
- ☐ Incurred too much debt
- ☐ Needed course for financial aid eligibility
- ☐ Scholarship/grant was not renewed

Family Issues
- ☐ Family illness/responsibility
- ☐ Homesick
- ☐ Wanted to be closer to family and friends

Housing and Travel Issues
- ☐ Commute too long
- ☐ Moved out of the area

Personal and Transition Issues
- ☐ Distracted by social life
- ☐ Felt class climate unwelcoming
- ☐ Felt out of place in class
- ☐ Impact of natural disaster
- ☐ Inadequate study skills or lack of academic success
- ☐ Military obligations
- ☐ Personal health
- ☐ Personal emergency
- ☐ Unmotivated for this course(s) or tired of school
- ☐ Working too many hours