

# Ohio Northern University - ADD/DROP Course Request Form



STUDENT ID#	(NAME) LAST			FIRST	MIDDLE	MAJOR	TERM	YEAR
<b>Courses to ADD</b>								
CRN	SUBJECT	COURSE	SECTION	CREDIT HRS	Office Use			
TOTAL								

<b>Courses to DROP</b>					
CRN	SUBJECT	COURSE	SECTION	CREDIT HRS	Office Use

IF COMPLETE WITHDRAWAL, CHECK HERE

Signatures required:

\_\_\_\_\_

Advisor Signature and Date:

\_\_\_\_\_

Dean, Associate Dean, or Assistant Dean Signature and Date:

\_\_\_\_\_

Office of Residence Life Signature and Date (if in residence hall):

\_\_\_\_\_

Controller Signature and Date:

IF HOLDS, CHECK HERE

Signature(s) required:

\_\_\_\_\_

Controller/Date:                      Admissions/Date:

\_\_\_\_\_

Human Resources/Date:                      Other/Date:

\_\_\_\_\_

\_\_\_\_\_  
STUDENT Signature

\_\_\_\_\_  
ADVISOR Signature

**Please complete ALL that apply:**

I am enrolling in over 19 hours total (18 hours total for Law students). Total number of hours: \_\_\_\_\_

Signature of Dean, Associate Dean, or Assistant Dean: \_\_\_\_\_ Date: \_\_\_\_\_

I am adding a course(s) late (7 days or more after the term has begun).

Signature of Dean, Associate Dean, or Assistant Dean: \_\_\_\_\_ Date: \_\_\_\_\_

There is a time conflict for two courses for which I plan to enroll.

First Course Instructor Signature and Date: \_\_\_\_\_ Second Course Instructor Signature and Date: \_\_\_\_\_

My total number of hours is dropping below 12 (not full-time enrollment).

\_\_\_\_\_ (required for all)  
Financial Aid Officer Signature and Date:
\_\_\_\_\_ (required for student athletes)  
Athletic Director Signature and Date:
\_\_\_\_\_ (required for international students)  
Academic Affairs Signature and Date:

**For Registrar's Use Only:**

Taken by: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

*Add/Drop Form Rev. 8/16/2012*