



# COURSE DROP/ADD /WITHDRAWAL FORM

Office of the Registrar  
 One Winooski Park, Colchester, VT-05439  
 Telephone: 802.654.2571 Fax: 802.654.2690

Term: \_\_\_\_\_  
 Fall/Spring/Summer \_\_\_\_\_ Year

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

**I WISH TO DROP/WITHDRAW FROM THE FOLLOWING COURSE(S):**

| Dept. | Course # | Section | Name of Course | Name of Instructor (Print) | Signature of Instructor |
|-------|----------|---------|----------------|----------------------------|-------------------------|
|       |          |         |                |                            |                         |
|       |          |         |                |                            |                         |
|       |          |         |                |                            |                         |
|       |          |         |                |                            |                         |
|       |          |         |                |                            |                         |

**I WISH TO ADD THE FOLLOWING COURSE(S):**

| Dept. | Course # | Section | Name of Course | Name of Instructor (Print) | Signature of Instructor |
|-------|----------|---------|----------------|----------------------------|-------------------------|
|       |          |         |                |                            |                         |
|       |          |         |                |                            |                         |
|       |          |         |                |                            |                         |
|       |          |         |                |                            |                         |
|       |          |         |                |                            |                         |

ADVISOR'S SIGNATURE IS REQUIRED if you have not met with and been cleared by your advisor to register for the current term.

| Name of Advisor | Signature of Advisor |
|-----------------|----------------------|
|                 |                      |

You may **DROP/ADD** courses during the **FIRST WEEK OF CLASSES, ONLY**. Please refer to the current Academic Calendar for the Drop/Add deadline for the current term.

After the Drop/Add deadline, you may **WITHDRAW** from a course or courses until the withdrawal deadline listed in the Academic Calendar for the current term.

In order to **DROP, ADD OR WITHDRAW** from a course or courses, **COMPLETE ALL** information as in the **SAMPLE** below.

**SAMPLE**

| Dept. | Course # | Section | Name of Course            | Name of Instructor (Print) | Signature of Instructor |
|-------|----------|---------|---------------------------|----------------------------|-------------------------|
| EN    | 110      | B       | Intro to Literary Studies | Michael Johnson            | <i>Michael Johnson</i>  |

**INTERNATIONAL STUDENTS** studying on **F-1 or J-1 VISAS** must be enrolled full-time (12 credits for Undergraduate students / 9 credits for Graduate students) to remain in status. Students who fall below these numbers will be in violation of their visa status and may be required to leave the United States. Please contact the International Student Advisor for more information at 802-654-2391, STE 222A or mholzman@smcvt.edu.

**IF YOU HAVE ANY QUESTIONS, CONTACT THE REGISTRAR'S OFFICE AT (802) 654-2571, FOUNDERS RM 112.**

**PLEASE RETURN THE COMPLETED FORM TO THE REGISTRAR'S OFFICE, FOUNDERS ROOM 112.**