

**Saint Mary's College  
Office of the Registrar**

## ADD/DROP FORM

This form is to be used during the ADD/DROP period which is the first week of the term.

Last Name	First Name	Student ID #
Term	Phone #	E-Mail Address

**ADD** - If you are adding a class, you need the instructor and your advisor's signature.

ADD	DEPT.	#	SECT.	COURSE TITLE	INSTRUCTOR'S SIGNATURE

Advisor's Signature (Not Required for January Term)	Date
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**DROP** - You may drop a class without the instructor's signature. Advisor's signature required for Fall and Spring Term Only.

DROP	DEPT.	#	SECT.	COURSE TITLE	ADVISOR'S SIGNATURE

Changes to your Fall or Spring Term schedule may be made and recorded through the end of the first week of the term. Changes to your January Term schedule may be made through the 1<sup>st</sup> two days of the term. **THE SIGNATURES ON THIS FORM ARE NOT VALID AFTER THE FIRST WEEK OF THE TERM.** You are academically and financially responsible for courses in which you are enrolled as of the close of the Drop/Add period.