



HOLY APOSTLES COLLEGE & SEMINARY

Office of the Registrar

COURSE ADD/DROP FORM

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COURSE ADD/DROP FORM

_____ / _____
 Last First M.I. Semester Year

All course adds and drops must be submitted on a Course Add/Drop Form to the Office of the Registrar. This form must be completed fully and submitted to the Registrar's Office by the appropriate deadlines as indicated below:

Adding or dropping a course during the 1st week of a regular (spring and/or fall) semester:

- o No signature required for non-seminarian students. Seminarian students must obtain the Academic Advisor's signature. Students (non-seminarian and seminarian) may add or drop a course by submitting a Course ADD/DROP Form to the Registrar's Office. Required signatures must be procured *before* the form is submitted. No notation will appear on the student's permanent record.

Adding or dropping a course after end of 1st week of a regular (spring and/or fall) semester to the end of the 3rd week of classes:

- o Non-seminarians need Academic Dean's signature; Seminararians need Academic Dean's and Academic Advisor's signatures. For each course dropped, a "W" will appear on the student's permanent record.

Dropping a course after end of 3rd week of classes to the end of the 5th week of classes:

- o Non-seminarians need Academic Dean's signature; Seminararians need Academic Dean's and Academic Advisor's signatures.
- o A notation of "WF" (Withdrawal/Fail) will appear on the student's permanent record.

Dropping a course after the end of the 5th week of classes but on or before the Friday before the last week of classes:

- o Non-seminarians need Academic Dean's signature; Seminararians need Academic Dean's and President/Rector's signatures.
- o A notation of "WF" (Withdrawal/Fail) will appear on the student's permanent record.

Failure to submit a Course ADD/DROP Form by the appropriate deadline will result in a final grade as determined by the grading policy of the course. Courses that do not meet for 15 weeks will have proportionate add/drop schedules. *No student will be permitted to drop a course after the Friday before the last week of classes.*

INSTRUCTIONS

1. Identify the course(s) using the course title, course number, number of credits and professor's name.
2. Obtain the required signature(s) as indicated above.
3. Submit the form to the Office of the Registrar by the appropriate deadline.
4. The Registrar shall forward a copy of the processed form to the professor.

Action (Circle)	Course Title	Course Number	# Credits	Professor
ADD / DROP				
	Course Title	Course Number	# Credits	Professor
ADD / DROP				

_____/_____/_____
 Academic Dean's Signature Date President/Rector's Signature Date

_____/_____/_____
 Academic Advisor's Signature Date