



Office of Registration & Records  
 800 U.S. Highway 29 North  
 Athens, GA 30601  
 registration@athenstech.edu

### Drop / Add Form

**Directions:** Complete this form in order to have the Office of Registration & Records add you to a class or drop you from a class **prior to the end of the drop/add period for the particular term**. Be sure that your academic advisor or dean has signed the document and that you have cleared the change with financial aid prior to submission. These signatures are required to confirm that you have discussed this adjustment and how it will impact your academic progress.

#### STUDENT INFORMATION

Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID \_\_\_\_\_ Program of Study \_\_\_\_\_ Semester \_\_\_\_\_

#### DROP/ADD OPTIONS

| Courses to <b>DROP</b> |            |  | Courses to <b>ADD</b> |            |
|------------------------|------------|--|-----------------------|------------|
| <i>Course(s)</i>       | <i>CRN</i> |  | <i>Course(s)</i>      | <i>CRN</i> |
|                        |            |  |                       |            |
|                        |            |  |                       |            |
|                        |            |  |                       |            |
|                        |            |  |                       |            |
|                        |            |  |                       |            |

Advisor/Dean – By signing below you are indicating that you have discussed this decision to drop/add with the student and support the decision. You are further authorizing the Office of Registration & Records to input any overrides necessary to accommodate this request.

X \_\_\_\_\_  
 (Signature of Advisor/Dean) (Notes) (Date)

X \_\_\_\_\_  
 (Signature of Financial Aid Counselor) (Notes) (Date)

X \_\_\_\_\_  
 (Signature of STUDENT) (Notes) (Date)

|                             |             |
|-----------------------------|-------------|
| FOR OFFICE USE ONLY         |             |
| Request Processed By: _____ | Date: _____ |