

Course Add/Drop Form — Instructions

The Course Add/Drop Form is to be used by students who seek to add or drop a course during the first week of the term and who cannot otherwise add or drop the course(s) online via DrexelOne at one.drexel.edu. The form must have the signature of the student's academic advisor in order to be processed.

Adding Courses

Students can use the Course Add/Drop Form to add a course for which there are registration errors. It must be returned to their academic advisor with required signatures for processing. This form cannot be used to add a course after the end of the add/drop period, which is the end of the first week of the term.

Students who are trying to add a class during a co-op quarter should use the "Classes During Co-op Form."

Dropping Courses

A student who has a registration hold can use the Course Add/Drop Form to drop a course. This form cannot be used to drop a course after the end of the add/drop period, which is the end of the first week of the term. All forms must be returned to the academic advisor with required signatures for processing.

Satisfactory Academic Progress

Students who have received federal financial aid (grants, loans, or work-study) may be impacted by the decision to add or drop classes. The federal government requires that students who receive aid or loans make satisfactory academic progress (SAP). Please refer to drexel.edu/drexelcentral/financialaid/forms/losing-eligibility/satisfactory-academic-progress for more information.

Students are strongly encouraged to confer with a Drexel Central representative to determine if SAP is met prior to adding or dropping classes.



Course Add/Drop Form

First Name _____ Middle Initial _____ Last Name _____

University ID _____ Drexel Email _____

Academic Year _____

Select the Term for Your Add/Drop

- ☐ Fall ☐ Winter ☐ Spring ☐ Summer
☐ Undergraduate ☐ Graduate
☐ Attending Courses ☐ Currently on Co-op

Select Status

Select your Enrollment

College/School/Center: _____

Course(s) to Add

CRN# (i.e., 20758)	Subject/Course ID (i.e., ACCT 101)	Section	Credits	Instructor Signature

Course(s) to Drop

CRN# (i.e., 20758)	Subject/Course ID (i.e., ACCT 101)	Section	Credits	Instructor Signature

Are you dropping all of your classes and/or taking under 12 credits? ☐ Yes ☐ No

Course(s) to Audit

CRN# (i.e., 20758)	Subject/Course ID (i.e., ACCT 101)	Section	Credits	Instructor Signature	Audit Option
					<input type="checkbox"/> Add <input type="checkbox"/> Remove
					<input type="checkbox"/> Add <input type="checkbox"/> Remove

☐ By checking this box, you are confirming that you have reviewed the SAP requirements and understand that the action(s) you are requesting above may impact your financial aid (see SAP information listed on the instruction sheet).

Student Signature _____

Date _____

Advisor or Academic Dean Signature _____

Date _____

Co-op Representative Signature _____

Date _____

(If student is participating in co-op at time of request)