☐☐☐ - ☐☐ - ☐☐☐☐ **Drop / Add Form** 🛡 **Tulane University**

STUDENT ID NUMBER

Term of Drop/Add

Year	Fall	Spring	Summer
20___	☐	☐	☐

_____

LAST NAME   FIRST NAME   M.I.

School	Date of Change

INSTRUCTIONS:
1. PRINT all information except signature
2. Fill in all requested information: CRN, Course ID, Course Title, Grade Type and Credit Hours
3. If you make a mistake, cross out line with error and use a new line
4. When completed, turn in at your school / advising center

ADDS:

CRN & Course ID (ex: 31752, ENGL-1010-01)	Course Title	Grade Type		Credit Hours	Instructor's Approval
		☐ Regular	☐ Audit / ☐ S/U		
		☐ Regular	☐ Audit / ☐ S/U		
		☐ Regular	☐ Audit / ☐ S/U		

DROPS:

CRN & Course ID (ex: 31752, ENGL-1010-01)	Course Title	Grade if Required	Instructor's Signature	Registrar's Office Use Only
		☐ W / ☐ WF		1 2 3 4 0
		☐ W / ☐ WF		1 2 3 4 0
		☐ W / ☐ WF		1 2 3 4 0

CHANGES:

CRN & Course ID (ex: 31752, ENGL-1010-01)

To change GRADE TYPE for a course in which you're already enrolled

_____

Change grade type to:
☐ Regular   ☐ S/U

To change GRADE TYPE TO AUDIT for a course in which you're already enrolled

_____

Instructor's Signature

_____

To change CREDIT HOURS for a course in which you're already enrolled

_____

☐ New Credit Hours

Student's signature (Required)

Undergraduate Advising Center (for Full-Time Undergraduates)

School of Continuing Studies Dean (for Part-Time School of Continuing Studies students)

Graduate Divisions Dean (for Graduate/Professional students)

Your total credit hours after changes on this form

_____

NOTE: Tulane encourages you to seek help from your advisor and your college regarding course choice. Remember, your schedule is your responsibility.

White - Registrar   Yellow - Advising Center / School   Pink - Student