

ADD/DROP FORM

Semester: _____ Year: _____

Name: _____ Student ID: _____

ADD COURSES

Course Code	Section	Location	Title	Credits

DROP COURSES

Course Code	Section	Location	Title	Credits

By signing this form I acknowledge that I understand the refund and grading policies for dropped courses.

Student's Signature _____ Date _____

To ensure that the requested changes are appropriate, your academic advisor must sign this form.
The only exceptions are non-degree-seeking students and students requesting change of section number only.

Advisor's Signature _____ Date _____

Students are advised to speak with Financial Aid and the Bursar's Office prior to making changes as a student's account balance and Financial Aid eligibility may be affected.

Registrar's Office Signature _____ Date _____

Grade for Dropped Courses:

Refund Status: 100% refund 25% refund 10% refund No refund

Notes: _____

Return this completed form to the Registrar's Office.
Fax # (814) 269-3008 or Email: Registrar@pennhighlands.edu

ADD/DROP FORM

**Please read the following information
and feel free to ask any questions of your advisor or staff member.**

Please consider the following when changing your student schedule:

Academic Issues:

1. Have you spoken to your advisor about adding or dropping/withdrawing from the course(s)?
2. Have you explored the use of our tutoring service?
3. If you drop/withdraw, are you aware of how this will affect your progress toward graduation?
4. Have you considered an incomplete? Please contact your advisor for more information.
5. Did you know that many classes are offered only in specific semesters? Dropping/withdrawing may affect your sequence of courses.
6. A withdrawal after the midpoint of the semester will result in receiving an "F" for your final grade. Check the withdrawal dates for the current semester.

Financial Issues:

1. Dropping/withdrawing from a class can affect your financial aid.
2. Are you aware that dropping/withdrawing below full time may affect insurance coverage?
3. You may be accountable for the full cost of the course and student fees.