

ADD/DROP PETITION

Rev. 8/2018 Visit masters.edu/registrar. Contact: Registrar@masters.edu



THE MASTER'S
UNIVERSITY

Student Name	Student ID Number	Date	Term/Year	Program: <input type="checkbox"/> Traditional <input type="checkbox"/> Other: <input type="checkbox"/> MABC
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SCHEDULE CHANGE(S) Fill out the chart below and obtain necessary signatures. Courses may be added up through the 2nd week or dropped up through the 12th week of the semester. Courses cannot be dropped starting the 13th week. Course fees are non-refundable after the 2nd week of class. The student is responsible to return this form to the Registrar's Office once all signatures have been obtained. DO NOT leave this form for your instructor to sign.

Add/Drop	Course ID	Section	Course Title	Units	Instructor Signature*
Units prior to add/drop:					
Units after add/drop:					

-----OFFICIAL USE ONLY-----

Change notes	Refund %
Tuition Adjustment:	

1. **Academic Advisor:** _____ Date: _____ (*Required after add/drop, for audits, unit changes or special circumstances)

2. **Faculty Athletic Representative:** _____ Date: _____ (Required for all athletes. See Athletic department)

3. **The Office of Financial Aid:** _____ Date: _____ (Signature required if going out of package (12-18 units) after add/drop period. Student required to visit Financial Aid if going out of package during add/drop or adding/dropping after add/drop period.)

4. **Registrar's Office:** _____ Date: _____ (Return this form to the Registrar's Office. The Accounting Department uses the date at which the add/drop form is received by the Registrar's Office as the official date that the course was dropped.)

5. **Student Accounts:** _____ Date: _____ (Not required by student. Internal use only.)