DROP/ADD FORM

For non-Web drops and adds, this form must be returned to the Registrar’s Office, Boyden Hall, Room 003 prior to the end of the Drop/Add Period (See deadlines below). However, new first-semester freshmen may only adjust their schedule through the Academic Achievement Center, Maxwell Library, lower level. It is recommended that all students discuss changes to their schedule with their adviser.

NOTE: Although students may add via mail, fax or in person through the end of the Drop/Add period, processing delays may occur based on staff availability. Web registration via InfoBear is strongly recommended to ensure a space. For your Banner ID or InfoBear PIN, please go to www.bridgew.edu/bannerid and log in there with your BSU e-mail name and e-mail password. All students must have a BSU e-mail account.

STUDENT NAME: (PRINT CLEARLY)

BANNER ID (8 DIGITS):  

Check One: Fall ☐ Spring ☐ Summer I (Including 10-week) ☐ Summer II ☐ Year 20_____

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>Department</th>
<th>Number</th>
<th>Section</th>
<th>OR CRN</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENGL 101</td>
<td>003</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

I understand that once registered, it is my responsibility to drop via the Web or in writing, or withdraw in writing, from any/all courses by the stated deadlines if I no longer wish to be enrolled or receive a grade.

Student Signature ___________________________ Date __________________ (Required)

NOTE: If a space is available, instructor signature is NOT required.

ALL prerequisites must be met prior to adding a course. If not, a Prerequisite Override form is also required.

REQUIRED ONLY TO APPROVE A COURSE LIMIT OVERRIDE:

Instructor Signature ___________________________ Date __________________

Drop/Add deadlines are outlined below. For dates of all drop/add and withdrawal deadlines, go to www.bridgew.edu/registration.

- The Drop/Add period for 15-week semester courses ends after the 6th weekday of the semester.
- The Drop/Add period for 7-week quarter courses ends after the 3rd weekday of the quarter.
- The Drop/Add period for 5-week summer courses ends after the 3rd weekday of the session.
- The Drop/Add period for 10-week summer courses ends after the 5th weekday of the session.
- The Drop/Add period for non-regular courses ends one weekday after the first class meeting. However, students cannot add intensive—e.g., weekend or one-week—courses after the first class meeting.

Only courses dropped by the end of the Drop/Add period will result in a full refund. After the drop/add period has ended, fiscal charges will apply. The refund schedule is outlined at the Student Accounts website, www.bridgew.edu/studentaccounts.