# Drop / Add Form

Please submit signed form to:
Registrar’s Office
Boyden Hall, Room 003
Phone: 508-531-1231 Fax: 508-531-6101
Registration@bridgew.edu

<table>
<thead>
<tr>
<th>Student Name_________________________</th>
<th>Banner ID ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐</th>
</tr>
</thead>
</table>

Check one

_____ Fall _____ Spring (including intersession) _____ 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>
</tr>
</thead>
<tbody>
<tr>
<td>Example: ENGL</td>
<td>101</td>
<td>003</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Title _______________________________________________________ Credit Hours __________________

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 ____________________________

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

Course Title _______________________________________________________ Credit Hours __________________

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)

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. The refund schedule is outlined at the Student Accounts website, www.bridgew.edu/studentaccounts.