

# MUHLENBERG COLLEGE

## ADD/DROP

PRINT NAME									
BERG I.D. NUMBER									
EXPECTED GRADUATION							TERM AND YEAR		

Please Print Clearly

ADD	DROP	COURSE KEY			TITLE	MEETING TIMES	CRSE UNITS	PERMISSION SIGNATURE (IF REQUIRED)
		DEPT	CRSE	SECT				
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ALL COURSE ENROLLMENT CHANGES MUST BE APPROVED BY YOUR ACADEMIC ADVISOR(S) AND PROCESSED BY THE REGISTRAR!

- Prior to the distribution of class lists, approximately one week before the first day of the term: Permission of the instructor or the department chair of the course offering is needed to add a closed course section. No signatures beyond your academic advisor are required to drop or add a course section with seats remaining.
- During the add/drop period: Instructor approval is required to add or drop any course section. The add/drop period begins once class lists are distributed and concludes at 5:00 PM on the eighth class day of the term.
- Once the add/drop period has ended: Course sections may no longer be added. You are permitted to withdraw from courses through the end of the ninth week of the term; a "W" grade will be placed on your permanent academic record indicating your withdrawal.

\_\_\_\_\_  
ACADEMIC ADVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ACADEMIC ADVISOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**Visit ROW**

**Registrar On the Web**

[www.muhlenberg.edu/mgt/registrar](http://www.muhlenberg.edu/mgt/registrar)

***WARNING: FORGED SIGNATURES JEOPARDIZE YOUR REGISTRATION AND YOUR CONTINUED ENROLLMENT AT MUHLENBERG COLLEGE***