

VERMONT TECH

ADD/DROP FORM

Fee required after second week

Term

Student ID

Last Name First MI

Program

INSTRUCTIONS

1. First week - Advisor signature required for add/drop for OPEN classes
2. * To add or drop CLOSED classes and after the first week – The instructor and advisor signatures' are required

DROP

Course/ Section	Instructor Signature

ADD

Course Section/synonym	* Instructor Signature

3. ** Department chair/director signature required for overload (over 19 credits)

Advisor check as appropriate:

- Drop - No grade (first week)
- Drop - "W" grade (thru - 60%) (No drop allowed after the 60% point)
- Changes have been entered on-line

Advisor	Date
Dept Chair**	Date
Registrar	Date
Comments:	