

# Monmouth College – Course Add/Drop/Change Form

## Instructions for Students

Students should use this form when add/drop is no longer available in Self-Service Student Planning. If you see that the “register now” button is gray in self-service and you do not have any registration restrictions preventing your registration, this form is required. The [Academic Calendar](#) for the term will provide you with the appropriate add/drop dates for each term.

Action	When	Required Approvals	Notes
Add a course	After the add/drop deadline	-Academic Advisor -Course Instructor -Associate Dean	Add dates for 2 <sup>nd</sup> half-semester courses differ from 1 <sup>st</sup> half and full-term courses, but this form is still required to add them if the addition occurs <b>after the initial add/drop deadline for the term.</b> (see the <a href="#">Academic Calendar</a> )
Drop a course	After the add/drop deadline and up to the 75% point of the term	-Academic Advisor	Students may drop a course <b>up to the 75% point of the term.</b> Drop dates vary for 1 <sup>st</sup> half, 2 <sup>nd</sup> half, and full-term courses (see the <a href="#">Academic Calendar</a> ).
Drop a course	After the 75% point up to the last day of classes	-Academic Advisor -Associate Dean	Students with extenuating circumstances may request a <b>late drop up until the last day of classes</b> (the day before Reading Day and the start of finals).
Drop a course	After the last day of classes (not the last day of finals)	Not permitted	No drops allowed after the last day of classes. On or after reading day, drops are not permitted.
Any drop after the add/drop period for the term			Results in a W grade and counts toward pace to graduation as outlined in the Academic Progress and Academic Standing Policy within the <a href="#">Catalog</a> .

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<b>Today's Date</b> (mm/dd/yyyy)	<b>Semester and year</b> (ex: Fall 2025)	<b>Student ID Number</b>

<b>Last Name</b>	<b>First Name</b>

<b>Are you an international student?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you receiving V.A. Benefits?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Are you a student-athlete?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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*\*A minimum enrollment of 3 credits is required of international students and student-athletes for fall and spring semesters.*

*\*Dropping a course may affect a student's financial aid*

**ADD:** Enter information relevant to the course(s) you would like to add and then obtain appropriate signatures.

<b>Course Subject and Number</b>	<b>Course Section</b>	<b>Credits</b>	<b>Instructor Signature</b>
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<b>Course Subject and Number</b>	<b>Course Section</b>	<b>Credits</b>	<b>Instructor Signature</b>

**DROP:** Enter information relevant to the course(s) you would like to drop, and then obtain appropriate signatures.

<b>Course Subject and Number</b>	<b>Course Section</b>	<b>Credits</b>
<b>Course Subject and Number</b>	<b>Course Section</b>	<b>Credits</b>
<b>Course Subject and Number</b>	<b>Course Section</b>	<b>Credits</b>

**Number of credits after change has been made:**

Click or tap here to enter text.

<b>Student Signature</b>	<b>Date</b>
<i>*I have read and understand the add/drop policy and Academic Progress and Academic Standing Policy as published in the <a href="#">Catalog</a>.</i>	
<b>Advisor Signature</b>	<b>Date</b>
<b>Associate Dean's Signature (if applicable)</b>	<b>Date</b>