



Bethune-Cookman University

DROP & ADD FORM

Drops will not be accepted or processed after the posted deadlines on the University Academic Calendar

NAME: _____ B-CU ID#: _____

MAJOR: _____ DATE: _____

REQUESTS THAT THE FOLLOWING CHANGES BE MADE TO MY SCHEDULE – ONE SEMESTER PER FORM

	DEPT.	NO.	SEC.	COURSE TITLE	TERM	INSTRUCTOR'S SIGNATURE (NEED ONLY IF COURSE IS FULL)	FULL COURSE OVERRIDE (Y/N)
SAMPLE	BA	231	A	Microeconomics	Fall 15		N
DROP							
DROP							
DROP							
ADD							
ADD							
ADD							

- This form must be received, date stamped, and initialed by a staff member of this office by the posted deadlines on the University Academic Calendar
- It is your responsibility to make sure you meet pre-requisites for each course
- It is advised to discuss changes to your schedule with your Academic Advisor or Student Success Coach for potential adverse effects to your success plan

If you register for any semester at Bethune-Cookman University, but decide not to attend, **it is your responsibility to officially withdraw/drop from one or all classes you choose not to attend.** If you do not withdraw/drop your classes on or before the last day of late registration, you will be responsible for all charges incurred on your account.

I understand that if I decide to withdraw from the University or drop classes, and a financial obligation exists, I agree to pay that obligation in full.

STUDENT'S SIGNATURE: _____

Please log into your Wildcat Web tomorrow and make sure that this schedule adjustment has been processed as you intended and that your modified schedule is accurate. It is your responsibility to maintain a true and correct schedule of classes.

If you are receiving VA benefits and your hours drop below 12 or exceed 18, please provide your school certifying official with an updated schedule, and Student Accounts Worksheet for Post 9/11 recipients.