



ALL SECTIONS MUST BE COMPLETED
INCOMPLETE FORMS WILL NOT BE PROCESSED

Education Department/ Academics & Registrar's Office
 College & Conservatory of the Performing Arts
ADD / DROP FORM: BFA Programs ONLY

Add/Drop Policy: Adding/Dropping courses occurs online through the Student Portal.

Adding/Dropping courses occurs during Week 15 of the current term and/or Week 1 of the consecutive term. Forms must be submitted to add AMDA Productions taken for credit.

Week 2-5 Course Withdrawal Policy: Students who withdraw from class during the SECOND to the FIFTH week will have a "W" (Withdrawal) recorded; credits/tuition will remain unchanged.

AFTER Week 5 Course Withdrawal: Students who withdraw from class after the FIFTH week will have a "W/F" (Withdrawal/Fail) recorded & GPA is affected; credits/tuition remain unchanged.

NOTE: CHARGES/FEES MAY BE INCURRED WHEN ADDING OR DROPPING COURSE(S).

Course Categories: P.I. = Performance Immersion / G.E. = General Education

I understand that I may be charged for adding credits above the "semester's prescribed credit load" as listed on the Course Registration Outline. If I decide to register for more than the prescribed credits, I must meet with the Student Accounts Dept. to inquire regarding the additional tuition charged and discuss how to pay for it. Student's Initials:

Student's Last Name:	Student's First Name:	Important Note: Students, be sure you are reviewing the Policy as listed above which affect transcripts, tuition, and checking the appropriate selections.
Program: <input type="checkbox"/> Music Th <input type="checkbox"/> Acting <input type="checkbox"/> Dance Th <input type="checkbox"/> Perf Arts	Semester:	Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer

Appropriate boxes MUST be checked: <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/> Withdraw <input type="checkbox"/> Withdraw/Fail						Course Category: <input type="checkbox"/> P.I. <input type="checkbox"/> G.E.	
Course #:	Course Section:	Course Title:	Credits:	Teacher:	Reason:		

Appropriate boxes MUST be checked: <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/> Withdraw <input type="checkbox"/> Withdraw/Fail						Course Category: <input type="checkbox"/> P.I. <input type="checkbox"/> G.E.	
Course #:	Course Section:	Course Title:	Credits:	Teacher:	Reason:		

Appropriate boxes MUST be checked: <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/> Withdraw <input type="checkbox"/> Withdraw/Fail						Course Category: <input type="checkbox"/> P.I. <input type="checkbox"/> G.E.	
Course #:	Course Section:	Course Title:	Credits:	Teacher:	Reason:		

Appropriate boxes MUST be checked: <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/> Withdraw <input type="checkbox"/> Withdraw/Fail						Course Category: <input type="checkbox"/> P.I. <input type="checkbox"/> G.E.	
Course #:	Course Section:	Course Title:	Credits:	Teacher:	Reason:		

Upon this change my semester's credit total will be .	Student's Initials: 	Student's Signature:	Date: 	Student's Cell#:
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FOR OFFICE USE ONLY: Education Department		
Processed by: _____	Date Processed: _____	Student's Total Credit Load: _____