

**Form 108**
**Add/Drop Course**

Write Your ID# and Name below. Circle the appropriate word to ADD or DROP the course.  
 Faculty Initials is required to add a regular 10 week course after the initial registration period (end of Week 2) or for a FULL class. Dropping a course after the add/drop period will result in W (Withdraw) grade. Note: An email approval from the faculty will be accepted in lieu of faculty initials. The email must be sent from the faculty's sofia email account.

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

Degree Program: \_\_\_\_\_ Quarter: \_\_\_\_\_

Units before: \_\_\_\_\_ Units after: \_\_\_\_\_

Course Name:	Faculty	Faculty Initials
1. _____ Add Drop/Withdraw	_____	_____
2. _____ Add Drop/Withdraw	_____	_____
3. _____ Add Drop/Withdraw	_____	_____
4. _____ Add Drop/Withdraw	_____	_____
5. _____ Add Drop/Withdraw	_____	_____

Reason: (After the 50% point of the term, please attach 3<sup>rd</sup> party documentation to support your reason.)

\_\_\_\_\_  
 \_\_\_\_\_

Office Use:

Approved by Program Chair: \_\_\_\_\_

Approved by V.P. Academic Affairs: \_\_\_\_\_

Financial Aid (Domestic)/DSO (International) \_\_\_\_\_

Student Services: \_\_\_\_\_

Registrar: \_\_\_\_\_