

# ADD/DROP FORM

Rev. 1/2020



THE MASTER'S  
SEMINARY



THE MASTER'S  
UNIVERSITY

Student Name	Student ID Number	Date	Term/Year	Program

## SCHEDULE CHANGES

Change: (add, drop, W, audit)	Session	Course ID	Section	Course Title	Units	Instructor Signature*

I have read, understood, and agree to abide by the policies outlined in the TMUS Academic Catalog.  
I understand that I am financially responsible for any costs related to the TMUS refund policy as outlined by the Student Accounts office. This form can be signed electronically.

**STUDENT SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_

## SIGNATURES (please follow order of list as needed)

1. Academic Advisor	Date
2. Faculty Athletic Representative	
3. Financial Aid	
4. Student Accounts	
5. Registrar	
<b>SIGNATURE REQUIREMENTS:</b> 1. Required after add/drop, for audits, unit changes or special circumstances. *Instructor signature also required. 2. Required for all athletes. See Athletic department. Drop may result in athletic ineligibility. 3. <u>During add/drop period:</u> visit to Financial Aid required if going out of package (12-18 units). <u>After add/drop period:</u> visit to Financial Aid required to make schedule changes. Signature required if going out of tuition package (12-18 units). 4. Required if there is a Student Accounts STOP. 5. Return this form to the Registrar's Office. The Accounting Department uses the date at which the add/drop form is received by the Registrar's Office as the official date that the course was dropped.	

## OFFICIAL USE ONLY

☐ OLP 3<sup>rd</sup> week withdraw/50% refund.

☐ Inactive Drop (student sig. not req.).

☐ Refund % \_\_\_\_\_.

TRAD units b/a: \_\_\_\_/\_\_\_\_

SEM units b/a: \_\_\_\_/\_\_\_\_

Drop to zero units: ☐