

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* |
|-------------------------------|---------|-----------|---------|--------------|-------|-----------------------|
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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 | |
| SIGNATURE REQUIREMENTS: 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 3rd week withdraw/50% refund.
- Inactive Drop (student sig. not req.).
- Refund % _____.

TRAD units b/a: ____/____

SEM units b/a: ____/____

Drop to zero units: