

ADD/DROP FORM

Rev. 8/2019



THE MASTER'S SEMINARY



THE MASTER'S UNIVERSITY

Student Name	Student ID Number	Date	Term/Year	Program

SCHEDULE CHANGES

Change	Session	Course ID (Ex: B101.1)	Course Title	Units	Instructor Signature*

SIGNATURES (please follow order of list as needed)

	Date
1. Academic Advisor	
2. Faculty Athletic Representative	
3. Financial Aid	
4. Student Accounts	
5. Registrar	

SIGNATURE REQUIREMENTS:

- Required after add/drop, for audits, unit changes, or special circumstances. *Instructor signature also required.
- Required for all athletes. See Athletic department. Drop may result in athletic ineligibility.
- During add/drop period: visit to Financial Aid required if going out of package (12-18 units). After add/drop period: visit to Financial Aid required to make schedule changes. Signature required if going out of tuition package (12-18 units).
- Required if there is a Student Accounts STOP.
- 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.

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:** _____

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: