



## COURSE ADD / DROP FORM

**Please note: This form does not apply for COLL 490a, COLL 490b, and COLL 490c**

This form is available at [healthsciences.cnsu.edu/for-students/student-forms](http://healthsciences.cnsu.edu/for-students/student-forms)

**General Instructions:** Complete this form, print, sign and submit to CHS Office of Academic Affairs.

1. Consult with the Senior Health Professions Advisor to make sure your adds and drops are in compliance with your academic plan and CHS academic requirements.
2. Submit your form to each faculty (when either adding or dropping a course) for approval and signature.
3. Drop the signed form with the front desk staff member, who will deliver it to the Office of Academic Affairs.
4. The Office of Academic Affairs will notify the Office of the Registrar when your add/drop is approved or notify you if it is denied.

**IMPORTANT! Never stop or start attending a course you requested to be added or dropped until the change is reflected into your CAMS student portal.**

### I. STUDENT INFORMATION:

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
First Middle Last

Semester:  Summer  Fall  Spring      Exp. Completion/Class of: \_\_\_\_\_

### II. COURSE(S) INFORMATION:

Add or drop?	Course Prefix, # and Section	Course Title	# of Credits	Instructor Signature and Name	Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### III. APPROVALS AND SIGNATURES:

Senior Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Official: \_\_\_\_\_

Date: \_\_\_\_\_

Effective Date of Course Add/Drop: \_\_\_\_\_