SUNY
DOWNSTATE
Medical Center

University Hospital of Brooklyn
College of Nursing
School of Health Professions
School of Public Health

Office of the Registrar
450 Clarkson Avenue, MSC 98
Brooklyn, New York 11203
Telephone: 718-270-4551
Fax: 718-270-7592

COURSE ADD/DROP FORM

Instructions to the Student: Use this form to make changes to your class schedule – dropping or adding courses after the add/drop period or courses that require permission to enroll (see Student Handbook). <u>The date the completed form is received in the Office of the Registrar is the date used to determine late fees and financial liability (see Student Handbook)</u>. All transactions require the approval of the course director AND the program designee. Withdrawals <u>prior</u> to 1/3 of the term is completed, requires the course instructor to indicate whether the student is to receive a grade of Withdrew (W). Withdrawals <u>after</u> the 1/3 but prior to 2/3 of the term is completed, requires the course instructor to indicate whether the student is to receive a grade of Withdrew/Passing (WP), or Withdrew/Failing (WF).

<u>Print or Write Clearly</u>   This term: _____Fall   _____Spring   _____Summer   20___

- Your name _____
  Last   First   Middle

- Student ID #_____   College: SOHP   Grad. Nursing   Nursing   Public Health

- Indicate total number of credits you are registered for **BEFORE** this change: _____

COURSE(S) ADDED

Registrar Use Only – CRN #	Dept Name & Course # (e.g. PHY-B 32010)	Course Title (e.g. Physiology & Biochemistry)	Section	Credits	Instructor's Signature
TOTAL CREDITS ADDED _____						

COURSE(S) DROPPED*

Registrar Use Only – CRN #	Dept Name & Course # (e.g. PHY-B 32010)	Course Title (e.g. Physiology & Biochemistry)	Section	Credits	Grade * (W, WP, WF)	Instructor's Signature
TOTAL CREDITS DROPPED _____						

* Courses can only be dropped during the add/drop period. After this period, a student must Withdraw from the course. See Student Handbook for withdrawal policies.

W= Official Withdrawal before the midsemester   WP= Official Withdrawal after the midsemester   WF= Official Withdrawal after the midsemester
                                                                       while passing the course   while failing the course

Indicate total number of credits you are registered for **AFTER** all the above changes._____

Student Signature _____   Date _____

Program/Dean's Approval _____   Date _____

FOR OFFICE OF THE REGISTRAR USE ONLY

Entered in Student Database _____   Date _____
                                        Staff Initials