



**Office of the Registrar**  
450 Clarkson Avenue, MSC 98  
Brooklyn, New York 11203  
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University Hospital of Brooklyn  
College of Nursing  
College of Health Related Professions  
School of Public Health

### 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). 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). All transactions require the approval of the course director AND the program designee. Withdrawals prior to 1/3 of the term is completed, requires the course instructor to indicate whether the student is to receive a grade of Withdraw (W). Withdrawals after 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 Withdraw/Passing (WP), or Withdraw/Failing (WF).

**Print or Write Clearly**

This term: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer 20\_\_

- Your name \_\_\_\_\_  
Last First Middle
- Student ID # \_\_\_\_\_ College:  CHRP  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 while passing the course    WF= Official Withdrawal after the midsemester 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 \_\_\_\_\_