□□□-□□-□□□□ **Drop / Add Form** 🛡️ **Tulane University**
STUDENT ID NUMBER

	Term of Drop/Add			
	Year	Fall	Spring	Summer
	20___	☐	☐	☐

_____

LAST NAME   FIRST NAME   M.I.

School	Date of Change

INSTRUCTIONS:
1. PRINT all information except signature
2. Fill in all requested information: CRN, Course ID, Course Title, Grade Type and Credit Hours
3. If you make a mistake, cross out line with error and use a new line
4. When completed, turn in at your school / advising center

ADDS:

CRN & Course ID (ex: 31752, ENGL-1010-01)	Course Title	Grade Type		Credit Hours	Instructor's Approval
		☐ Regular	☐ Audit / ☐ S/U		
		☐ Regular	☐ Audit / ☐ S/U		
		☐ Regular	☐ Audit / ☐ S/U		

DROPS:

CRN & Course ID (ex: 31752, ENGL-1010-01)	Course Title	Grade if Required	Instructor's Signature	Registrar's Office Use Only
		☐ W / ☐ WF		1 2 3 4 0
		☐ W / ☐ WF		1 2 3 4 0
		☐ W / ☐ WF		1 2 3 4 0

CHANGES:

	CRN & Course ID (ex: 31752, ENGL-1010-01)	
To change GRADE TYPE for a course in which you're already enrolled	_____	Change grade type to: ☐ Regular ☐ S/U
To change GRADE TYPE TO AUDIT for a course in which you're already enrolled	_____	Instructor's Signature
To change CREDIT HOURS for a course in which you're already enrolled	_____	☐ New Credit Hours

Student's signature (Required)	
	Your total credit hours after changes on this form _____
Undergraduate Advising Center (for Full-Time Undergraduates)	
School of Continuing Studies Dean (for Part-Time School of Continuing Studies students)	NOTE: Tulane encourages you to seek help from your advisor and your college regarding course choice. Remember, your schedule is your responsibility.
Graduate Divisions Dean (for Graduate/Professional students)	

White - Registrar   Yellow - Advising Center / School   Pink - Student