

Course Add/Drop and Swap Form

This form *is not to* be used for partial or one-time late withdrawals from Oxford College courses. Students wishing to withdraw from courses must go to the Advising Support Center office (Seney Hall, Room 103) to get the appropriate forms.

Last Name	First Name	MI	Student ID#

Semester/Year	Date

Drop/Add/Swap a course: A student (with his or her advisor's approval) may add, drop, or swap a course on OPUS at any time within the first five days of classes. **After the 1st five days of classes, this form (with advisor and instructor signatures) must be brought to the Advising Support Center office.** Adding a Course after the end of the add period requires permission and proof of extenuating circumstances. A written description of these *circumstances* must be attached and returned to the Advising Support Center office for the dean's approval. **All independent study courses, late adds, class limits overrides, and pre-requisite overrides must have the instructor's permission. Student must continue to carry a minimum of 12 credit hours.**

ADD Course(s)				Please check all that apply			
Class #	Catalog #/ Section	Credit Hours	Instructor's Signature & Printed Name	Override		Ind/ Directed Study	Late Add
				Limit	Reqs		

DROP Course(s)		
Class #	Catalog #/ Section	Credit Hours

Student's Signature	Advisor's Signature	Dean's Signature