**COURSE ADD / DROP**  
Registrar’s Office, Davidson Hall, Room 116  
Phone (860) 832-2236, Fax (860) 832-2250

| Name: ________________________________ | Student ID# __________________ | Alt. PIN __________ |

Term / Year ________________  
[ ] Full-Time  [ ] Part-Time  ________ # credits after Add/Drop  
(12 cr. undergraduate or 9 cr. graduate = full time)

Full-semester courses may be added without written approval through the end of the add/drop period as defined on the registration calendar. Courses meeting less than a full-semester, Summer Session, or Winter Intersession courses may be added prior to the second class meeting.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section/ Session</th>
<th>Credits</th>
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</thead>
</table>

Courses may be dropped up to the last day of the third week of classes during a regular semester. Refer to the Registration Calendar for specific 8-Week, Summer and Winter Intersession dates. Courses dropped by the deadline do not appear on the student's transcript.

<table>
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<tr>
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</tr>
</thead>
</table>

**Full-Time Students:**
- **DO NOT USE THIS FORM FOR COMPLETE WITHDRAWAL FROM THE UNIVERSITY**
- Failure to carry a minimum of 12 credits as a full-time student may affect Satisfactory Academic Progress (SAP) and receipt of certain federal, state and other benefits, including but not limited to various financial aid programs, Veterans benefits, University-billed Sickness Insurance, and Social Security benefits. Students dropping below 12 credits are ineligible for participation in intercollegiate athletics.

**Part-Time Students:**
- Dropping below 6 credits for part-time students may affect financial aid awarded.
- Refunds for part-time students, if applicable, are based on the date and time a course is dropped. Consult the Registration Calendar or Bursar’s website for the refund schedule.

I understand that registering for classes at Central Connecticut State University generates charges that I am legally obligated to pay in accordance with University payment deadlines and/or formal withdrawal policies. I also understand that any unpaid financial obligation may be referred to the University's contracted collection agency and that I will be responsible for any related collection costs in addition to the amount due.

| Student’s Signature _____________________________________ | Date __________________________ |

Reason for Dropping
- [ ] Conflict with employment  
- [ ] Paperwork error  
- [ ] Advising error  
- [ ] Illness  
- [ ] Too many courses  
- [ ] Course too difficult  
- [ ] Difficulty with teacher  
- [ ] Other ________________________

Office Use Only:
- Processed By: __________________  
- Date / Time: ________ / ________  
- Code: DD  
- Full-time: D1, D6, D4, D0  
- Part-time: D0  

Rev. 03/15