



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)

ADD	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.				
	CRN	Subject	Course	Section/ Session	Credits

DROP	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.				
	CRN	Subject	Course	Section/ Session	Credits

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 :		Full-time:	Part-time:
Processed By: _____	Date / Time: _____ / _____	Code: DD	D1, D6, D4, D0 % _____