

MISSOURI VALLEY UNIVERSITY – REGISTRAR’S OFFICE

DROP / ADD / WITHDRAW

NAME: _____ STUDENT NUMBER: _____

SEMESTER/YEAR: _____ DATE: _____

Return form to Registrar’s Office when complete.

A student may drop or add a class within the first week of classes during the regular semester and by the date published during the summer and inter-session terms. For full time student who drop below twelve (12) hours, and half-time student who drop below six (6) hours, financial aid will be affected. **Prior to dropping or adding courses students are encouraged to review the action with their academic advisor.**

DROP:

Course #	Course Title	Credit Hours

ADD:

Course #	Course Title	Credit Hours

WITHDRAWAL

The last day to withdraw from a course will be a date set annually on the academic calendar. **Prior to withdraw, students are encouraged to review the plan with their academic advisor.**

Course #	Course Title	Credit Hours

Instructor Signature _____ Advisor Signature _____

Completed form must be submitted to the Registrar’s Office via email (registrar@moval.edu) or in person.

Change made in student information system: _____

Date: _____