



Please print the following information.

- Check (✓) the semester and enter the year for which you are requesting a schedule adjustment:
 Fall 20____ Spring 20____ Summer 20____
- Student ID Number: _____
- Last Name: _____ First Name: _____ Middle Initial: _____

To add or drop a course(s) complete the following.

ADD COURSE(S)						
	Course Prefix	Course Number	Section Number	Course Title	Semester Hours	*AU
1						
2						
3						
4						
Total Semester Hours						

DROP COURSE(S)						
	Course Prefix	Course Number	Section Number	Course Title	Semester Hours	
1						
2						
3						
4						
Total Semester Hours						

*AU (Audit) – Students may audit non-laboratory courses. Standard registration procedures and tuition costs apply. Students auditing a course are expected to attend class. They are not required to complete assignments or examinations. A grade of "AU" is assigned, and students will not earn credit for the course. Once Drop/Add is over, students may not change from auditing a class to taking it for credit nor from credit to audit status. Audited classes are on a space available basis.

NOTE: Any course dropped after the official drop/add period is considered a withdrawal and will be graded (W).

WITHDRAWAL FROM ALL CLASSES

I am withdrawing from all my classes for the following semester.

- Fall 20____ Spring 20____ Summer 20____

Check (✓) the semester and enter the year for which you are withdrawing from all classes.

Student Signature: _____ **Date:** _____

The Robert B. Miller College is in compliance with State and Federal laws prohibiting discrimination on the basis of race, religion, gender, age, height, weight, national origin, marital status, sexual orientation, or disability. The College is committed to providing equal access to all programs, services and activities to persons with disabilities. This includes compliance with The Americans with Disabilities Act (ADA). Questions should be directed to the Director of Administrative Services, The Robert B. Miller College, 450 North Avenue, Battle Creek, MI 49017-3397, (269) 660-8021.

As circumstances, laws, and regulations change, the College may find it necessary to make changes to this document. For a report of campus crime statistics, please visit <http://ope.ed.gov/security>.

Recorded
DATE: _____
INITIALS: _____