

Term: _____

Name: _____

ID #: _____

NOTE: Internships, independent studies, arranged courses, teaching assistantships, and field experiences cannot be added using this form. Please visit the my.northland.edu website or contact the Registrar's Office for the appropriate forms for these types of courses.

Read and follow instructions carefully:

1. Complete student ID, term, name, and date sections; list the course information and credits.
 2. Signatures are required beginning the first day of the semester. This form is not complete until all required signatures have been secured.
 3. Return the completed form personally for immediate processing to the Registrar's Office between 8:30 am and 4:00 pm, Monday through Friday, or by appointment. **Forms will not be accepted through the mail.**
 4. For students receiving financial aid, dropping below 12 credits during the refund period (first 5 weeks of class) or below 6 credits any time, has implications. Please contact the Financial Aid Office for details. Veterans, athletes, international, and probationary students should be aware of guidelines affecting their course loads.
- No changes will be made to your schedule until this form is completed and returned to the Registrar's Office.**

Student Signature:		Date:	
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Add Courses

Dept	Course Number	Section	Cr	Instructor signature	Instructor signature for override: Course capacity (CC) Prerequisite (PR) Instructor consent (IC) Time conflict (TC)	Date
	--				CC PR IC TC	
	--				CC PR IC TC	
	--				CC PR IC TC	

Drop Courses

Dept	Course Number	Section	Cr	Date
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NOTE: You do not need an instructor's signature to drop a class. You can drop a class on your own during the add/drop period by going online to the Course Search and Sign-up.

Students must be aware of the consequences of adding or dropping a course and what, if any, impact it may have on their ability to graduate on time.

For Registrar's Use Only

Date Processed:

Initials: