Last Name: _____

First Name: _____ MI: _____

ID# _____ SS# _____

ARE YOU AN ATHLETE? ☐ Yes ☐ No. If YES - SIGNATURE ELIGIBILITY DIRECTOR REQUIRED FOR DROP!! X _____

CCP STUDENT: ☐ Yes ☐ No. X_____
If YES – CCP Coordinator's Signature REQUIRED after LAST DAY TO ADD.

CHECK TERM:

☐ Fall Semester   ☐ Spring Semester   ☐ 1st 8 week   ☐ 2nd 8 week

☐ Summer Session: 10wk   ☐ 1st 5 week   ☐ 2nd 5 week.

(Signature of Advisor)_____ (Date) _____

(Signature of Student)**_____ (Date) _____

**By signing above, I accept responsibility for all tuition and fees associated with any course I may add or drop. Additionally, I understand changing majors, adding or dropping a minor, or a course or courses may impact the total cost of the degree and the amount of time it will take to complete.

For Overload Approval:

X _____
(Advisor Signature)

DATE:_____

X _____
(Dean's Signature)

DATE: _____

For Policy – "Academic Load" See the current Course Catalog

CCP Students Only

_____
H.S. Guidance Counselor Signature

Date: _____

ACTION	DEPT.	CLASS #	SEC	LAB	COURSE DESCRIPTION:	Instructor Initials	Financial Aid Initials	VA Certifying Official
☐ DROP								
☐ DROP								
☐ DROP								
☐ DROP								

ACTION	DEPT.	CLASS #	SEC	LAB	COURSE DESCRIPTION:	Instructor Initials	Financial Aid Initials	VA Certifying Official
☐ ADD								
☐ ADD								
☐ ADD								
☐ ADD								

*Online Classes – For help contact helpdesk@rio.edu or ext. 7463

Drop/Add Fees begin the first day of classes. Courses may be added during the 1st week of a 16-week semester or the 1st two days of a summer term. Courses may be dropped during the 1st week of a 16-week semester or the 1st two days of a summer term without record or tuition charges. Any changes made to a schedule after the 1st week or 1st two days, respectively, will be charged tuition and receive a "W" grade on the transcript. Last day to drop a class or withdraw from the university is as follows:

➤ 16 Week Class – through the end of 14th week
➤ 10 Week Class – through the end of the 8th week
➤ 8 Week Class – through the 6th week
➤ 5 Week Class – through the 3rd week

Students may not withdraw from a course they are failing due to an act of academic dishonesty.
Dropping all classes does constitute an official withdrawal from the University.
It is the responsibility of the student to complete all schedule changes with the Records Office. Schedule changes may not be completed by a faculty member, by phone, or by proxy.

Caution: Dropping hours may jeopardize your Financial Aid, Veterans Benefits, and/or athletic eligibility.
 ******* Athletes MUST have the signature of the Eligibility Compliance Director – see above.******
Always check with the Accounting Office for refund information before dropping classes.

For Office Use Only	College Code	Hours Before	Hours After	# Of Changes	Keyed By	Date
	**					

Only completed forms will be processed by the Office of the Registrar.

For each Semester Drop/Add form, do the following;

1. **Complete top block with your printed name & identifying information, your signature, obtain signature of your Advisor including necessary dates.**
2. *Complete "OVERLOAD APPROVAL"* block **only** when course additions cause an academic overload as explained in the current catalog.
3. *Write* division code letters. (ENG, MTH, CAD, etc)
4. *Write* 5 digit Course Number (10505,11404,10302, etc)
5. *Write* 2 digit Section Number (01,02,50, etc)
6. *Write* "L" in "LAB" column if a separate laboratory class exists.
7. *Write* Course Title.
8. *Obtain* **Instructor's signature on course Drop/Add line if:**
    A. Dropping a course **after last day to add** (after first week of classes)
    B. Adding a course that is **closed**.
    C. The course requires permission of instructor to enroll.
9. **Obtain Eligibility Compliance Director's signature to drop if you are an ATHLETE.**
10. **If you are a College Credit Plus high school student (CCP) you must see the CCP Representative for a signature after the last day to ADD.**

College Codes and Hours

Community College **(0 – 64 hours or in an AA, AS, AAB, AAS, or ATS)**
10000 and 20000 level course ONLY!
MAY NOT TAKE UPPER LEVEL COURSES!
Private College **(64 and above hours in BA, BS, BFA, BSN, BSW, BTS or 30000-40000 level)**

Course Abbreviations and Descriptions

ACC: Accounting	ESS: English as a Second Language	NUR: Nursing
AHC: Allied Health Careers	FIN: Finance	OT: Office Technology
ATH: Anthropology	FPA: Fine and Performing Arts	PHT: Pharmacy Technician
ART: Art	FW: Fine Woodworking Technology	PHR: Philosophy and Religion
BIO: Biology	HPE: Health and Physical Education	PHY: Physics
BM: Business Management	HIS: History	MNT: Plant Maintenance Technology
CHM: Chemistry	HON: Honors Program	POL: Political Science
COM: Communication	HUM: Humanities	PPT: Power Plant Technology
CAD: Computer Aided Design	IND: Industrial Technology	PSY: Psychology
CS: Computer Science	IT: Information Technology	RAD: Radiologic Technology
DMS: Diagnostic Medical Sonography	JRN: Journalism	RCP: Respiratory Therapy
ECO: Economics	LA: Liberal Arts	SSC: Social Science
EDU: Education	MFG: Manufacturing Technology	SWK: Social Work
ELE: Electronic Technology	MKT: Marketing	SOC: Sociology
ENT: Entrepreneurship	MTH: Math	SPA: Spanish
EMS: Emergency Medical Services	MUS: Music	TEC: Technology
ENG: English	NSC: Natural Science	THR: Theatre