



ADD/DROP FORM

(To be completed only after Late Registration ends)

OFFICE OF THE REGISTRAR
 POST OFFICE BOX 8104 ✦ 300 COLLEGE STREET, NORTHEAST
 ORANGEBURG, SC 29117-0001 ✦ (803) 536-7185 ✦ FAX: (803) 536-8602

Instructions: Complete this form with all applicable information. Please be advised that any courses added or dropped after the Add/Drop period requires the signature of the instructor and the approval of the Registrar's Office.
Please Print or Type:

Campus Wide ID	Name (Last, First, M.I.)	Semester <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	Year
Telephone Number		E-mail Address	
Are you a VA Student? <input type="checkbox"/> YES <input type="checkbox"/> NO		Chapter <input type="checkbox"/> 30 <input type="checkbox"/> 31 <input type="checkbox"/> 33 <input type="checkbox"/> 35 <input type="checkbox"/> 1606 <input type="checkbox"/> REAP	

Add Courses

CRN	Department	Course Number	Section Number	Credit Hours	Instructor's Signature	Date

Drop Courses

CRN	Department	Course Number	Section Number	Credit Hours	Instructor's Signature	Date

Total Enrolled Hours after the above action is taken: _____

Student's Signature _____ Date _____

*Treasurer's Signature _____ Date _____

**Chair's Signature _____ Date _____

***Dean's Signature _____ Date _____

*Note: All students officially enrolled in excess of 18 hours (to include credit by exam, cross registration, audit, etc.) will be required to pay per credit hour for all hours over 18 hours at the in-state/out-of-state rate.

* and **This signature is required if the student exceeds 18 hours.

**A signature from your chairperson is required if the student exceeds 20 hours as well as a 3.00 GPA.

***If you exceed 21 hours you must have a 3.500 GPA, approval from your Chairperson and the Dean.