**NEUMANN UNIVERSITY**

 **DROP/ADD FORM**

Last Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NU ID#: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

Year: \_\_\_\_\_ Term: Fall [ ]  Spring [ ]  Maymester [ ]  Summer 1 [ ]  Summer 2 [ ]  Summer 3 [ ]

 Other [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_

**ADDING COURSES**

**Please note: For closed courses, please use the Waitlist Option. Please refer to Guidelines, page 2.**

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| --- | --- | --- |
| **COURSE TITLE****(Accounting)** | **COURSE #/ SECTION****(101 A)** | **CREDITS** |
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**DROPPING COURSES**

**Please note: Dropping below full -time status (under 12 credits for Undergraduate, under 9 credits for Graduate) may impact your financial aid. Please contact the Financial Aid Office for further assistance.**

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| --- | --- | --- |
| **COURSE TITLE****(Philosophy)** | **COURSE #/ SECTION****(101 A)** | **CREDITS** |
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By checking this box, I accept the guidelines related to Dropping/Adding Courses as posted on <http://www.neumann.edu/academics/registrar/forms.asp> [ ]

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

***All Collection Costs And/Or All Legal Fees Are The Responsibility Of The Student.***

Advisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Entered: \_\_\_\_\_\_\_

**GUIDELINES RELATED TO DROPPING/ADDING COURSES**

1. **DROP/ADD POLICY**

During the first five days of the semester, students have permission to drop or add course(s) through WebAdvisor. The Drop/Add procedure is as follows:

1. If a student registered themselves online through WebAdvisor, he/she may complete drop/adds through WebAdvisor. No form is required.
2. If the student’s advisor registered the student initially, the student must complete this *Drop/Add Form* from <http://www.neumann.edu/academics/registrar/forms.asp> and have his/her advisor complete changes in WebAdvisor on the student’s behalf. The form should be delivered to the Registrar’s Office upon completion.
3. **WAITLIST OPTION FOR CLOSED COURSE SELECTIONS**

While registering for a course that is at capacity, students may select “Waitlist” if available. Permission will be granted from the Dean to waitlisted students if space allows. If permission is granted to a student, the student will receive an email stating that he/she has 7 days to register for the course before permission expires. The student may register through WebAdvisor or with the advisor.

1. **PASS/FAIL GRADING OPTION**

Those courses which are numbered below “100”, or any course which a student takes as a General Elective, may be graded as Pass (“P”)/Fail (“F”). **This option must be requested by the student during the first two (2) weeks of any given semester/term, unless otherwise posted.** Final approval, however, rests with the instructor. The student and the faculty member must sign the Pass/Fail Form which the student acquires from <http://www.neumann.edu/academics/registrar/forms.asp> and returns to the Registrar when completed. When this option is used, the student’s Grade Point Average is affected *only* when a failure grade (“F”) is earned.

1. **AUDIT GRADING OPTION**

The privilege of auditing a course(s) is offered to all students, provided that those courses have not exceeded their enrollment ceiling. Any student wishing to audit a course must obtain permission from the course instructor and his/her academic advisor. Costs for auditing courses are the same as the tuition cost per credit hour.

1. **REFUND & CREDIT POLICIES**

Contact the Business Office at 610-558-5505.

1. **FINANCIAL AID INFORMATION**

Contact the Financial Aid Office at 610-558-5521 **(Undergraduate Full Time Students Please Note: Dropping below 12 credits may affect your financial aid.**