Is this the right form?
- Before classes start – Drop classes online via the Port. Use this form only if assistance is required.
- During the drop/add period – Drop classes online via the Port. Use this form only if assistance is required.
- After the drop/add period – Do not use this form. The Course Withdrawal form is required.
- Once the term is in progress, you must contact the office of Student Affairs to drop/withdraw from all classes.

Things to know:
- Registration holds must be clear before dropping courses from your schedule.
- Learning Support students must have schedule changes approved. Please contact your LS advisor.
- Dropping a course may change your full/part time status.

Money Matters
- There is no charge for courses dropped before the start of the session or within the drop period.
- Please inform Financial Aid, Veteran’s Affairs, and/or scholarship agencies of any schedule changes.

How to process
- Complete the form including all course information and the student statement box.
- Return form to records/registration counter in Victor Hall before the session begins.
- Confirm the change in your schedule via the Port.
- Verify changes to your bill via the Port.

Armstrong

Drop Notice

Courses to be Dropped

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course No/Section</th>
<th>Credits</th>
<th>Session / Part of Term</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

I understand it is my responsibility to verify the accuracy of my schedule and that dropping classes (credit hours) may impact financial aid eligibility. If I receive financial aid, a reduction in credit hours may result in a balance due to any financial agency that originally funded this semester’s tuition.

------------------------------------------
Name _____________________________       
Last                      First                       MI
Student ID# _______________________________

☐ Main Campus Student    ☐ Liberty Center Student

Year/Term: 20_____ ☐ Fall ☐ Spring ☐ Summer

Class has not begun.

Instructor signature is NOT required.

I understand it is my responsibility to verify the accuracy of my schedule and that dropping classes (credit hours) may impact financial aid eligibility. If I receive financial aid, a reduction in credit hours may result in a balance due to any financial agency that originally funded this semester’s tuition.

------------------------------------------
Student Signature ____ Date __________

REGISTRAR OFFICE USE

Date Processed ______
Initials ____
Comments ____________________

9/2011