

## Office of the Registrar

2500 North River Road | Manchester, NH 03106-1045 | Phone: 603.668.2211 | Fax: 603.629.4647

### Add / Drop

- Students should consult with their academic advisor or the Academic Advising Office before making schedule changes.
- Adding courses require the *signature of the course instructor*.
- Completed forms should be submitted to the Office of the Registrar or the center of record.
- Incomplete forms, forms that are received after posted deadlines, or illegible information may result in the delay or rejection of the request to add/drop courses.

Student Name: \_\_\_\_\_  
First Middle Last

Student ID: \_\_\_\_\_ Student E-mail: \_\_\_\_\_

Add		
Instructor Signature	Course Number	Section Reference Number
<i>Dr. John W. Sample</i>	MAT-392	02532

Drop	
Course Number	Section Reference Number
ENG-366	07692

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

-----  
**Office Use Only**

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date Processed