



Bethune-Cookman University

DROP & ADD FORM

Drops & Adds will not be accepted or processed after the posted deadlines on the University Academic Calendar

NAME: _____ B-CU ID#: _____

MAJOR: _____ DATE: _____

REQUESTS THAT THE FOLLOWING CHANGES BE MADE TO MY SCHEDULE – ONE SEMESTER PER FORM

	DEPT.	NO.	SEC.	COURSE TITLE	TERM & YEAR	DEPARTMENT CHAIR SIGNATURE (NEED ONLY IF COURSE IS FULL)	FULL COURSE OVERRIDE (Y/N)	Non-Contributory Course (student's Initial)
SAMPLE	BA	231	A	Microeconomics	Fall 23		N	
DROP								
DROP								
DROP								
ADD								
ADD								
ADD								

- This form must be received, date stamped, and initialed by a staff member of this office by the posted deadlines on the University Academic Calendar

If you register for any semester at Bethune-Cookman University, but decide not to attend, **it is your responsibility to officially withdraw/drop from one or all classes you choose not to attend.** If you do not withdraw/drop your classes on or before the last day of late registration, **you will be responsible for all charges incurred on your account.**

I understand that if I decide to withdraw from the University or drop classes, and a financial obligation exists, I agree to pay that obligation in full.

STUDENT'S SIGNATURE: _____

Reason for adding a **Non-Contributory** course(s): _____

I understand adding this course(s) **does not contribute to my program of study** and financial aid will **NOT** pay for the course(s). I will be responsible for all charges incurred.

STUDENT'S SIGNATURE: _____

If you are receiving VA benefits and your hours drop below 12 or exceed 18, please provide your school certifying official with an updated schedule, and Student Accounts Worksheet for Post 9/11 recipients.