



Granite State College Schedule Adjustment - Add/Drop Form

Term: Summer Winter Fall Spring

Student Name _____ GSC SIDN _____

Address _____
Street City State Zip

Student Email _____ Phone Number _____

Instructions: You may add or drop a course online via WebRock during the online registration period. You may also contact your local center in person or through emails, faxes and telephone conversations to add or drop a course during the official add/drop period. To add a course after the course start date, you must obtain the instructor's approval. Please confirm your schedule through WebRock to ensure that all adjustment requests have been completed.

DROP COURSE:

You must DROP a course before the start of the term to receive a full refund of tuition and fees. Drops completed after the start of the term and during the official DROP period for the course(s) will refund tuition only. A dropped course will not appear on your schedule or transcript. To determine the deadline to DROP a course, consult the term course flyer on our website www.granite.edu (under Academics/ Catalog & Course Schedule). You may not DROP a course after the official drop deadline. After the DROP deadline, please refer to the "Course Withdrawal - Change of Registration" form.

Subject _____ No _____ Course Title _____ CRN _____ CR/HR _____

Subject _____ No _____ Course Title _____ CRN _____ CR/HR _____

Subject _____ No _____ Course Title _____ CRN _____ CR/HR _____

Reason for drop: _____

ADD COURSE:

You may add a course at any time before the start of the course. After the first course meeting, you must obtain the instructor's approval.

Subject _____ No _____ Course Title _____ CRN _____ CR/HR _____

Subject _____ No _____ Course Title _____ CRN _____ CR/HR _____

Subject _____ No _____ Course Title _____ CRN _____ CR/HR _____

Instructor approval: _____

FOR OFFICE USE ONLY

Add and drop course requests will be processed on the date notification is received from the student. If staff are unable to process in BANNER within appropriate time frame, please fax to the Registrar's Office at 513-1386 for immediate BANNER data entry.

Received from Student by _____ Date Form Received _____
Staff name

Entered into Banner by _____ Date Banner Updated _____