

ADD/DROP FORM

Rev. 7/2022



THE MASTER'S SEMINARY



THE MASTER'S UNIVERSITY

Student Name	Student ID Number	Date	Term/Year	Program	Athlete? Yes/no *If yes, signature #2 required.

SCHEDULE CHANGES

Change: (add, drop, W, audit)	Session	Course ID	Section	Course Title	Units	Instructor Signature*
a.						
b.						
c.						
d.						
e.						

I have read, understood, and agree to abide by the policies outlined in the TMUS Academic Catalog. I understand that I am financially responsible for any costs related to the TMUS refund policy as outlined by the Student Accounts office. This form can be signed electronically.

STUDENT SIGNATURE _____ **Date:** _____

SIGNATURES (See signature requirements below.)

1. Academic Advisor	Date
2. Faculty Athletic Representative	
3. Financial Aid	
4. Student Accounts	
5. Registrar	
SIGNATURE REQUIREMENTS: 1. Required to withdraw, for audits, unit changes or special circumstances. *Instructor signature also required. 2. Required for all athletes. See Athletic department. Drop may result in athletic ineligibility. 3. <u>During add/drop period:</u> visit to Financial Aid required if going out of package (12-18 units). <u>After add/drop period:</u> visit to Financial Aid required to make schedule changes. Signature required if going out of tuition package (12-18 units). 4. Required if there is a Student Accounts STOP. 5. Return this form to the Registrar's Office. The Accounting Department uses the date at which the add/drop form is received by the Registrar's Office as the official date that the course was dropped.	

OFFICIAL USE ONLY

OLP 3rd week withdraw/50% refund.

GE/M: a. _____ b. _____ c. _____ d. _____ e. _____

Inactive Drop (student signature not required).

Refund % _____.

TRAD units b/a: _____/_____

SEM units b/a: _____/_____

Drop to zero units: