

ADD/DROP REQUEST FORM

The College of _____

Name (Print) of College Representative _____

Signature of College Representative _____ Date: _____

Student Name (Print): _____ ID# _____ Year/Term: _____

Please allow the above named student to:

ADD

Department	CAT #	SEC #	Course Title	Credits

DROP

Department	CAT #	SEC #	Course Title	Credits

REASON FOR

ADD/DROP(s): _____

I understand that this Add/Drop request may change my current full-time/part-time status and may also impact my Financial Aid eligibility and/or tuition balance.

Student's Signature _____ Date: _____

***Required Approvals* (FOR OFFICE USE ONLY)**

☐ Add/drop will not change student's full-time status and/or part-time credit load. *One Stop Service Center approval required.*

☐ Add/drop will change student's current full-time status, part-time credit load, or result in a credit overload: *Indicate the following:*

☐ Financial aid will cover the change in tuition and fee balances. *Financial Aid approval required.*

OR

☐ Financial aid will not cover the change in tuition and fee balances. Student must fulfill financial obligations. *Student Accounting approval required.*

*Estimated change in Financial Aid Eligibility: \$ _____ ☐ Increased ☐ Decreased ☐ Not Applicable

One Stop Service Center

Date

Office of Financial Aid

Date

Office of Student Accounting

Date

Follow the instructions on the reverse side.

PROCEDURES FOR ADJUSTING REGISTRATION STATUS AFTER THE ADD/DROP DEADLINE

ALL STUDENTS:

STEP 1:

Must seek approval from the Office of the Dean of the College in which the course(s) is offered. Please take the signed form to the One Stop Service Center, 1st floor, Administration Building.

STEP 2:

One Stop Service Center will review your record to determine if additional approvals are required. If add/drop will not change student's full-time status or part-time credit load, One Stop may process add/drop. *No further approvals required.*

STEP 3:

If you are a financial aid recipient and/or you are changing your credit load or full-time/part-time status and would like financial aid to cover the tuition balance, a financial aid counselor must review and sign the form. *Financial Aid approval required.*

STEP 4:

If add/drop will change your current full-time/part-time status and/or a tuition payment is due prior to registration, a Student Accounting Representative must review and sign the form. *Student Accounting approval required.*

STEP 5:

Return signed form to the One Stop Service Center to register you for your course/s that are listed on the form.

If you have any questions regarding Financial Aid, Registration, or Student Accounting please call or visit the following offices:

Financial Aid, Administration Building, 1st floor: (908) 737-3190
One Stop Service Center, Administration Building, 1st floor: (908) 737-3290
Student Accounting, Administration Building, 3rd floor: (908) 737-3240