

Student ID: \_\_\_\_\_ Name (please print - last, first, middle): \_\_\_\_\_

<b>A D D</b>	CRN Number (5 digits)	Course Subject (2-4 letters)	Course Number (4 digits)	Credit Hours	Instructor Signature (Restrictive Period Only)

<b>D R O P</b>	CRN Number (5 digits)	Course Subject (2-4 letters)	Course Number (4 digits)	Credit Hours

LIST THE NUMBER OF CREDIT HOURS YOU WILL BE TAKING **AFTER** THIS CHANGE IS MADE \_\_\_\_\_

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

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar Use: \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

## OKLAHOMA STATE UNIVERSITY

### Instructions for dropping and adding classes

- 1. DROPPING ALL CLASSES?** To drop all classes you will need to secure a withdrawal form from your advisor or your college's student academic services office. Bring the completed withdrawal form to the Office of the Registrar (322 SU) or Enrollment Services in Tulsa by the W drop/withdraw deadline.
- 2. ADDING A COURSE DURING RESTRICTED PERIOD?** (CHECK SEMESTER DATES) You will need to obtain the course instructor's signature beside the course name and number. You will also need your advisor's signature.
- 3. DROPPING A COURSE DURING RESTRICTED PERIOD?** (CHECK SEMESTER DATES) Try dropping courses in Self-Service first (my.okstate.edu). Unless you have holds on your account, you will be able to drop courses via Self-Service. You will need your advisor's signature to use this form.
- 4. DROPPING OR ADDING A SHORT COURSE?** Enrollment deadlines vary with short courses. Check the *Short Courses with unique Drop/Add Deadlines* page of the Registrar's web site (<https://registrar.okstate.edu/SIO-Schedule>) or contact the Office of the Registrar (322 SU) or Enrollment Services in Tulsa for details.

**COMPLETED DROP/ADD CARDS MUST BE TAKEN TO THE  
OFFICE OF THE REGISTRAR (322 STUDENT UNION) OR ENROLLMENT SERVICES IN TULSA**