Add, Drop, Withdrawal, Audit Form Bethel University

Mark an 'x' to indicate in the applicable term:

Check one: _____Fall _____Interim _____Spring _____Summer Year_____

P lease Print Your Name: _____ ID #:_____
First Middle Last

**All late Add, Drop, Withdrawal or Audit requests require a written petition on page two of this form. If you are making a late request to *add*, you must also have permission from your instructor. This can be indicated by either of the following:

1) instructor signature on this form or
2) instructor email to cas-registrar@bethel.edu granting permission for the request.

I accept the responsibility for all charges and reasonable collection costs incurred as a result of my attendance at Bethel University during the term indicated on this form.

Student Signature: _____ Date:_____

Overrides

Mark an 'x' in the box that applies:

Instuctors: Please add the appropriate override in Self Service Banner. See guide here.

ADD:

CRN	Subject and #	Section #	Course Title	Enrollment Overload	PreReq Waiver	Major Restrict	Class Restrict	Co-Req Waiver	Audit	Instructor Sig

DROP or WITHDRAWAL:

CRN	Subject and #	Section #	Course Title

*Please Note: Reducing your schedule could have both **Financial Aid and Business Office implications**. Ask questions in those offices.*

*Please Note: A **'W' will appear on your transcript** if you decide to drop a class after the Add/Drop date has passed.*

For Official Use Only

Processed by:_____ Date: _____

On the lines below, please write out specific details explaining the reason for your petition for a late add, drop, or withdrawal. The Associate Registrar will review your request. Depending on the date of your request, your request may be subject to committee review by Financial Aid, Student Life, and the Business Office.

Petition Explanation:

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