### NEUMANN UNIVERSITY
DROP/ADD FORM

Last Name: __________________________ First Name: __________________________ NU ID#: __________________________

Year: _____ Term:  Fall  ☐ Spring  ☐ Maymester  ☐ Summer 1  ☐ Summer 2  ☐ Summer 3  ☐  Other  ☐ __________

#### ADDING COURSES

<table>
<thead>
<tr>
<th>COURSE TITLE (Accounting)</th>
<th>COURSE #/SECTION (101 A)</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: For closed courses, please use the Waitlist Option. Please refer to Guidelines, page 2.

#### DROPPING COURSES

<table>
<thead>
<tr>
<th>COURSE TITLE (Philosophy)</th>
<th>COURSE #/SECTION (101 A)</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: Dropping below full-time status (under 12 credits for Undergraduate, under 9 credits for Graduate) may impact your financial aid. Please contact the Financial Aid Office for further assistance.

By checking this box, I accept the guidelines related to Dropping/Adding Courses as posted on http://www.neumann.edu/academics/registrar/forms.asp

________

Student Signature: __________________________  Date: __________

All Collection Costs And/Or All Legal Fees Are The Responsibility Of The Student.

Advisor’s Signature: __________________________  Date Entered: __________
GUIDELINES RELATED TO DROPPING/ADDING COURSES

A. DROP/ADD POLICY

During the first five days of the semester, students have permission to drop or add course(s) through WebAdvisor. The Drop/Add procedure is as follows:

1. If a student registered themselves online through WebAdvisor, he/she may complete drop/adds through WebAdvisor. No form is required.
2. If the student’s advisor registered the student initially, the student must complete this Drop/Add Form from http://www.neumann.edu/academics/registrar/forms.asp and have his/her advisor complete changes in WebAdvisor on the student’s behalf. The form should be delivered to the Registrar’s Office upon completion.

B. WAITLIST OPTION FOR CLOSED COURSE SELECTIONS

While registering for a course that is at capacity, students may select “Waitlist” if available. Permission will be granted from the Dean to waitlisted students if space allows. If permission is granted to a student, the student will receive an email stating that he/she has 7 days to register for the course before permission expires. The student may register through WebAdvisor or with the advisor.

C. PASS/FAIL GRADING OPTION

Those courses which are numbered below “100”, or any course which a student takes as a General Elective, may be graded as Pass (“P”)/Fail (“F”). This option must be requested by the student during the first two (2) weeks of any given semester/term, unless otherwise posted. Final approval, however, rests with the instructor. The student and the faculty member must sign the Pass/Fail Form which the student acquires from http://www.neumann.edu/academics/registrar/forms.asp and returns to the Registrar when completed. When this option is used, the student’s Grade Point Average is affected only when a failure grade (“F”) is earned.

D. AUDIT GRADING OPTION

The privilege of auditing a course(s) is offered to all students, provided that those courses have not exceeded their enrollment ceiling. Any student wishing to audit a course must obtain permission from the course instructor and his/her academic advisor. Costs for auditing courses are the same as the tuition cost per credit hour.

E. REFUND & CREDIT POLICIES

Contact the Business Office at 610-558-5505.

F. FINANCIAL AID INFORMATION

Contact the Financial Aid Office at 610-558-5521. Undergraduate Full Time Students Please Note: Dropping below 12 credits may affect your financial aid.