



# 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

COURSE TITLE (Accounting)	COURSE #/ SECTION (101 A)	CREDITS

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

### DROPPING COURSES

COURSE TITLE (Philosophy)	COURSE #/ SECTION (101 A)	CREDITS

**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.**)