



Course Drop or Add (Schedule Change)

This completed form must be returned to the Registrar's Office (First Floor Ward Hall) or via e-mail to registrar@keystone.edu to be effective. Signatures of the student and advisor are necessary for dropping courses. The signature of the instructor for any course to be added is also necessary. If you are adding or dropping courses from different semesters or terms, separate forms should be used.

Name: _____ ID: _____

Athlete: _____ Yes _____ No

Semester/Year: Fall: _____ Spring: _____ Summer: _____ Other: _____

Course(s) to be dropped/withdrawn*:

Dept	Number	Credits	Dept	Number	Credits

**The Registrar's signature is required for dropping FYS 1110, ENGL 1110, ENGL 0050, late course adds or withdrawals:*

Signature: _____ Date: _____

Course(s) to be added:

Dept	Number	ONL/F2F	Section	Credits	Faculty Signature

Total credits after schedule change: _____

If I am adding a course, I understand that I must attend the first course meeting after adding the course in order to remain registered for the course. If I am dropping a course after the "last date to drop a class without notation" I understand that a grade of W will be entered on my transcript.

I also understand that if I am a full-time student and fall below 12 credits, or a part-time student and fall below 6 credits, my Financial Aid and Campus Residency may be affected. If this change affects my financial aid academic plan, I may no longer be eligible to receive federal funding.

Student Signature: _____ Date: _____

The student assumes all responsibility for meeting graduation requirements.

Adviser Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Received

Initials

Date Processed

Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8224 ■ registrar@keystone.edu

Keystone College is committed to providing equal educational and employment opportunities without regard to an individual's sex, race, religion, national or ethnic origin, pregnancy, age, marital status, sexual orientation, disability, or status as a veteran. Keystone College's commitment is to provide an environment where all students and employees can work and study free from discrimination including sexual harassment, sexual violence and sexual assault. The College policy is in accordance with state and federal laws and executive orders including but not limited to: Title VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Visit www.keystone.edu/title-ix for additional information.

Copyright c 10/2015 Keystone College