

Checklist for Add/Drop Forms

Name: _____ NetID: _____ MSU 9-digit ID: _____

Current course load: _____ HRS New course load: _____ HRS (If your new course load is 0 hours, **STOP**, you must withdraw from the university via Banner)

To be completed by the **student** (form can be completed electronically, including signatures):

Yes	No	Do you have a hold on your account? <i>*Adds/Drops cannot be processed until all holds are removed.</i>
Yes	No	Will the add/drop change your status (full-time/part-time/overload)?
Yes	No	Do you receive an assistantship, scholarship, employer reimbursement, or financial aid? If yes:
Yes	No	Have you spoken with the financial aid office, scholarship office, your employer, or the unit holding your assistantship?
For Graduate Students: How many Research/Thesis or Dissertation hours do you wish to add/drop? _____ HRS		
Yes	No	Are you attempting to change from 8000 to 9000, or vice versa? If yes:
Yes	No	Will you have more than the minimum number of hours required by the time you graduate? <i>*If you will have more than the minimum, it is not suggested that the level change be made as it will result in a cost to you.</i>
By signing below, you acknowledge that you understand:		
If adding a course:		If dropping a course:
<ul style="list-style-type: none"> • There is a fee for each course added. You are responsible for paying for the course(s) even if you drop the course within the same day or withdraw from the university. • Your assistantship or financial aid may be prorated depending on when you enroll. 		<ul style="list-style-type: none"> • There is a fee for each course dropped. • Dropping the course will not remove charges from your account, even if dropping the course(s) results in a change in status. • Assistantships/Scholarships/Financial Aid may be forfeited if you no longer meet the minimum hours required.
For Graduate Students		
<ul style="list-style-type: none"> • Additional tuition will be charged at the current rate for any distance education or ESL courses if the total credit hours exceed nine. 		
Student's signature: _____		Date: _____

To be completed by the **advisor or major professor**:

Yes	No	Are you requesting an administrative add or drop? If yes, why should this add/drop be administrative?	If yes, what is the effective date: _____
For Graduate Students			
Yes	No	Will the add request be submitted after the 10 th class day in Fall or Spring or the 3 rd class day in the summer? If yes, please briefly describe how work will be completed, or note that the student has been attending class and submitting assignments:	
Advisor or Major Professor's Signature: _____			Date: _____