

## Add/Drop Checklist

Name: \_\_\_\_\_ NetID: \_\_\_\_\_ MSU 9-digit ID: \_\_\_\_\_

Campus:        1 (Starkville)        5 (Online)        6 (Gulf Coast)

**Course load (include total hours in each affected term before and after the add/drop is completed):**

*If your course load after requested add/drop changes to 0 hours, **STOP**. You must withdraw from the university via Banner. If your status will be overload, you must submit a Waiver of Overload Policy Request form with the add/drop form*

Fall	Before	After	Spring/Wintersession	Before	After	Summer	Before	After
<b>Total hours</b>			<b>Total (all terms) hours</b>			Maymester		
<b>Fall/Spring only: Select terms that are affected by your add/drop request</b>						Full (June/July)		
Full		First-half class (mid-semester end)				First (June)		
Wintersession		Second-half class (mid-semester start)				Second (July)		

**Student:** Complete this section and submit with add/drop form (form and signatures can be completed electronically):

- Yes    No    Do you have a hold on your account? *\*Adds/Drops may not be processed until holds are removed.*
- Yes    No    Will the add/drop change your status (full-time/part-time/overload)?
- Yes    No    Do you receive financial aid, a scholarship, employer reimbursement, or an assistantship? If yes:  
       Yes    No    Are you aware of the financial effects of adding/dropping courses? If no, contact provider.
- Yes    No    Are you requesting to add a course after the 10<sup>th</sup> class day? If yes:  
       Yes    No    Have you been participating in or attending the course and turning in assignments? If no:  
       Yes    No    Do you have sufficient time and access to resources to be successful in the course(s)?

**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?  
                   *\*Due to fees, if you will meet graduation requirements a level change is not recommended.*

By signing below, you acknowledge that you understand:

- You must check your myState account to verify that requested changes have been processed. Allow 10 business days from the submission of your form to your advisor to begin checking your account.
- This is a **request** to add/drop that can be denied at any level. In addition, any part of the request can be denied including the administrative add/drop status.
- There is a fee for **each** course added and **each** course dropped. Fees will be added to your student account. Addition of campus 5 (online) courses will also result in charges for online fees AND tuition.
- You must pay for course(s) added even if you drop or withdraw from the university immediately.
- Charges will not be removed from your account, even if a drop results in a change in status.
- Your assistantship or financial aid may be prorated depending on when you enroll.
- Assistantships/Scholarships/Financial Aid may be forfeited if you do not meet minimum hour requirements.
- Additional tuition will be charged at the current rate for any distance education or ESL courses if the total credit hours exceed nine (graduate) or twelve (undergraduate) hours.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Advisor or major professor:** Complete and sign this section **ONLY IF** requesting an administrative add/drop:

Administrative add/drop effective date: \_\_\_\_\_ Explain in detail why this add/drop should be administrative:

Advisor/Major

Professor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_