

Add/Drop Checklist

Student: Complete and submit to your advisor or department with add/drop form. If you cannot sign (physically or digitally), send form via your msstate email with a statement that you have read and agree to the form.

Name: _____ NetID: _____ MSU 9-digit ID: _____																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 30%;"></th> <th style="width: 35%;">Before request</th> <th style="width: 35%;">After request</th> </tr> <tr> <td>Course hours</td> <td></td> <td></td> </tr> <tr> <td>Research hours</td> <td></td> <td></td> </tr> <tr> <td>TOTAL HOURS*</td> <td></td> <td></td> </tr> </table>		Before request	After request	Course hours			Research hours			TOTAL HOURS*			<p>Term: Year: _____</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Fall</td> <td style="width: 50%;">Spring/Winter</td> </tr> <tr> <td>Maymester</td> <td>Summer 10</td> </tr> <tr> <td>Summer 1</td> <td>Summer 2</td> </tr> </table> <p>Parts of Term affected by your request</p> <p>Full Wintersession First-half (mid-semester end) Second half (mid-semester start)</p>		Fall	Spring/Winter	Maymester	Summer 10	Summer 1	Summer 2
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Research hours																				
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<p><i>*If TOTAL HOURS are 0 hours after requested changes, STOP. Withdraw from the university via Banner.</i></p> <p>Campus: 1 (Starkville) 5 (Online) 6 (Gulf Coast)</p>																				
<p>Yes No Do you have a hold on your account? <i>*Adds/Drops may not be processed until holds are removed.</i></p> <p>Yes No Will the add/drop change your status (full-time/part-time/overload)? <i>*Overload requires a Waiver of Overload Policy Request form with the add/drop form</i></p> <p>Yes No Are you requesting to add a course after the 10th class day? <i>*If yes, do not request an add unless you have an instructor signature on the add form and a plan in place that will allow you to complete course requirements successfully.</i></p> <p>My signature or emailed statement of agreement from my msstate email account certifies that I:</p> <ol style="list-style-type: none"> 1) will contact my advisor if the requested add/drops have not been processed 10 business days after submission of this form. 2) understand that any or all add/drop requests and requests for administrative add/drops may be denied at any level. 3) am aware of any course, distance, or processing fees and/or tuition that may be incurred because of this add/drop request. 4) understand the impact, if any, adding or dropping these courses will have on my financial aid, scholarships, assistantships, immigration status, and employer reimbursement. 5) am responsible for all consequences resulting from adding or dropping these courses. 																				
Student's signature: _____		Date: _____																		

Advisor or major professor notes: Notes and signature are **required** ONLY IF requesting an administrative add/drop:

Administrative effective date: _____	If requesting administrative add/drop, explain in detail why:
Advisor/Major Professor's Signature: _____	Date: _____