

NOTE: This form cannot be used to register.



Student ID# _____	Date _____
Semester:	
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer I <input type="checkbox"/> Summer II Year _____	
Name _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <i>Last</i> <i>First</i> </div>	
Address _____	
City _____ State _____ Zip _____	
Day Phone (_____) _____	
Evening Phone (_____) _____	
E-Mail Address _____	
Instructions: <ul style="list-style-type: none"> Please use a ball-point pen and bear down heavily. An instructor's signature is required to add courses that are closed, courses for which prerequisites have not been completed, and for courses with approved time conflicts. Once completed, this form must be submitted to the Office of the Registrar for processing. Sawyer Business School prerequisites can only be overridden by the Dean (Undergraduate only). Information regarding the tuition liability policy should be obtained from the Student Account Office. 	

Add Course					
	Dept.	Course#	Section#	Title	Instructor's Signature
Add #1	_____	_____	_____	_____	_____
Add #2	_____	_____	_____	_____	_____
Add #3	_____	_____	_____	_____	_____
Add #4	_____	_____	_____	_____	_____

Drop Course				
	Dept.	Course#	Section#	Title
Drop #1	_____	_____	_____	_____
Drop #2	_____	_____	_____	_____
Drop #3	_____	_____	_____	_____
Drop #4	_____	_____	_____	_____

Comments: _____

Dean's Office Approval (if required) _____ Date _____

Phone number 617-573-8430 / Fax number 617-573-8703

Before making changes, refer to information on the reverse side of this form

BEFORE YOU ADD OR DROP A COURSE, REMEMBER:

1. A change in your enrollment status may result in a revised financial aid award. Mass Grant, Gilbert Grant, Archer Fellow, Griffin Fellow, and some other financial aid programs require **FULL-TIME** enrollment.
2. Under Satisfactory Academic Progress Policy, you must successfully complete 75% of all attempted credits or your future financial aid will be jeopardized. **W, L, PASS/FAIL GRADES, AND IN SOME CASES, INCOMPLETE GRADES WILL BE INCLUDED IN THE NUMBER OF ATTEMPTED CREDITS FOR THIS CALCULATION!**
3. You may receive financial aid to repeat a course only once.
4. Academic probation can affect your financial aid eligibility. Refer to the satisfactory academic progress policy in the catalog.
5. If you drop a course after the first week of classes (not the first week in FA & SP), you will be responsible for **FORFEITURE CHARGES** — a percentage of tuition based on what point in the semester you drop. This policy applies to total withdrawal from the University. Your financial aid may be affected!
6. You must be enrolled for **AT LEAST 6 CREDITS** to be eligible for most forms of financial aid.