



PACIFIC STATES UNIVERSITY



Add / Drop Form

Instruction:

1. Fill out the form legibly and completely.
2. Obtain initialed approval from Both Instructors (Added / Dropped Classes)
3. Present the form to University Dean for approval
4. Submit the appropriate fee to the finance office
5. Return the form to the Registrar's office

STUDENT INFORMATION

Last Name:	First Name:	Middle Initial:
Student ID Number:	Major:	
Address:		

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Course #	Added courses	Units	Day	Room	Instructor

Course #	Dropped courses	Units	Day	Room	Instructor

Student Signature: _____ Date Signed: _____

Advisor / Dean: _____ Date Signed: _____

===== FOR OFFICE USE ONLY =====

Financial Affairs Officer:				Registrar :
Total Added Units		Total Charge	\$	Recorded Date:
Total Dropped Units		Total Credit	\$	
Balance	\$	Receipt #		