

\*Email completed form to [academicrecords@andrews.edu](mailto:academicrecords@andrews.edu)\*

## Purpose:

All Registration, including dropping courses, should be completed in Registration Central before the registration deadline:

<https://vault.andrews.edu/registration/central>.

Use this form to **drop courses after the registration deadline and before the withdrawal deadline**.

## When... Who... Where... To Submit?

- Use form after the registration deadline and before the withdrawal deadline (65% of the semester) ([see abbreviated calendar](#)). The Drop Form should not be used for students withdrawing from all courses; use a [Student Exit Procedure Form](#). After the withdrawal deadline of the semester, the Registration Exception Request form will be required if dropping courses.
- May be started by the student or advisor.
- A fee will be charged for registration changes made *after* the registration deadline.
- The Drop Form must be completed, approved with all signatures, and submitted by the withdrawal deadline date.
- Email completed form to [academicrecords@andrews.edu](mailto:academicrecords@andrews.edu)

**Please Note:** Retain copies of all documents submitted. Allow 2 business days for processing from date received. Any communication will be sent to your AU email account.

## Student Information & Term

Last Name:	First Name:	Andrews ID:	Term:	Year:
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## Course Drop Information

Subject & Course Number	Section	(CRN)	Course Title	Credits ( <i>'AU' for Audit and include credits</i> )	Dates of Attendance	Instructor Signature

## Approvals Required

Signature	Date
Student:	
Advisor:	

## Required for International Students Dropping Below Full-Time

Signature	Total Semester Credits	Date
International Student Services:		

### Registrar's Office Use Only (*Sign and Date*)

\_\_\_\_ Approved

\_\_\_\_ Denied

Comments:

Date:

Signature: