

Official Drop/Add Form

SEE DIRECTIONS ON REVERSE

PART A

Semester: _____ Fall Winter Spring Summer
Year

STUDENT NUMBER	LAST NAME	FIRST NAME

PART B TO BE COMPLETED BY POST-SECONDARY STUDENTS ONLY

Complete for changes in AAL or CLASS (to transfer from one program to another requires application through the Registrar's Office).

FROM

PROGRAM CODE	AAL	CLASS	PROGRAM NAME

TO

PROGRAM CODE	AAL	CLASS	PROGRAM NAME

PART C

TO BE COMPLETED TO DROP OR ADD COURSE SECTION

CHANGE CODE	COURSE CODE	SECTION
DROP or ADD		
DROP or ADD		
DROP or ADD		
DROP or ADD		
DROP or ADD		
DROP or ADD		

PART D

SIGNATURES

NOTE: APPROVAL CONDITIONAL ON AVAILABLE SPACE

Student _____ Date _____

Program Coordinator _____ Date _____

Program Chair _____ Date _____

Drop Add Form Directions

SEE POSTED DROP AND ADD DATES FOR THE CURRENT SEMESTER

Directions

- 1) Post Secondary students must have forms signed by the Program Chair. In the case of service courses, the Service Chair must sign as well.
- 2) Continuing Education courses (Sections 50-79) must have approval from the Continuing Education Chairperson.

SCHOOL	CHAIR	OFFICE	EXT.
Business & IT	Rose Mousaly	255B	4356
Community Studies	Jim Hutton	255A	2768
Engineering Technologies	Darryl Danelon	1001 FCEM	4402
Health Sciences	Dr. Ken Blanchette	3307A (CAHS)	4456
Media, Art & Design	Lorna McCormack	C439 (SCCA)	2761
Nursing Thames & Windsor	Linda Watson	3314B/T200B	3233
Skilled Trades	Robert Chittim	1000 (FCEM)	4774
Thames Academic Studies	Mark Benoit	T200D (Thames)	3391
Continuing Education – Windsor	Irene Moore Davis	161B	4735
Continuing Education – Thames	Dan Chauvin	T135C (Thames)	3312