

**TOUGALOO COLLEGE
OFFICE OF RECORDS
Approved Drop/Add Form for Online Courses**

(Please Note: Use this form to change classes ONLY this is not a Course Selection form.)

ID Number _____ Name _____
Last *First* *M.I.*

Major _____ Classification _____

Please indicate the Semester and year of your request: Fall __ Summer __ Summer__ Year__

INSTRUCTIONS

1. Be sure that your ID is correct, and that your name is printed clearly.
2. Course selections must be made from the **Official Course Schedule**.
3. Be sure to provide the information called for in each column. Misinformation may cause a delay in your processing your forms.
4. Be sure that you have taken the required prerequisites.

All signatures are required. Please be reminded that **forgery** is a federal crime and your request will be denied if any signature is forged.

PLEASE LIST ALL COURSES TO BE DROPPED

Course	Number	Semester Hours	Course Title	Instructor's Name

PLEASE LIST ALL COURSES TO BE ADDED

Course	Number	Semester Hours	Course Title	Instructor's Name

***TOTAL CREDIT HOURS AFTER CHANGE _____**

Student's Signature _____ / /

Advisor/Authorized College Official _____ / /

Over Load or Special Circumstances

Approved: July 2, 2007 Division of Continuing Education & Professional Studies
 Registrar's Office