Student Name (print) **ID**

Before You Drop a Course

ADD / DROP Form

Click here to access the **Add / Drop Form**. Complete it online and then print.

COMPLETE THIS CHECKLIST BEFORE MEETING WITH AN ADVISOR.

Once your BearWeb Add/Drop access is closed each semester, a course is not considered officially dropped until you deliver your "Add / Drop" form to the Office of the Registrar on the third floor of Robinson Tower and wait there until it has been processed. You must attend class regularly until that time. Adding a class back into your schedule after it has been dropped is not always possible – the class may be full or the last day to add may have passed.

An advisor's signature is required on the "Add/Drop" form within specific dates each semester during the "W" drop period. (See list of advisors for this requirement below.) It is important for you to understand the implications of dropping a class and whether dropping is the best action for your situation. Review and be prepared to answer the questions below before you meet with the advisor. You may also need to talk to your parents, your financial aid counselor, or the professor of the class before you can answer these questions. An advisor may determine that dropping a class is not the appropriate action by declining to sign the form or writing "AAA" (Against Advisor's Advice) on all documentation.

Reason for Drop

Check all that apply to your situation:

_____ Enrolled in too many hours initially
_____ Change in life circumstance (Health, personal crisis, work obligations)
_____ Poor academic performance in class
_____ Other (Please explain)

1. Are you required to be a full-time student (enrolled in a minimum of 12 hours)? Initial all that apply to your situation. It is your responsibility to find out if any of the requirements below will be affected if you drop below 12 hours enrolled.

_____ a. Do you live in a residence hall?
(Students who drop below 12 hours, provided no other requirements for full-time status apply, must sign a form in Campus Living and Learning and leave it on file for the semester in that office – Penland Hall, 1110 S. 5th.)

_____ b. Do you have a scholarship or any type of financial aid?
(Dropping a class could affect your financial aid. Please contact the Student Financial Aid Office at Financial_Aid@baylor.edu to determine your options.)

_____ c. Are you a member of a fraternity/sorority, club, or any other campus organization?
(It is your responsibility to follow course enrollment requirements of the organization.)

_____ d. Do you or your parent/guardian have insurance that requires minimum course enrollment?

_____ e. Do you receive VA benefits? If so, you must be enrolled in 12 degree hours or your benefit payments may be reduced.

2. Have you reviewed the refund schedule and drop/add fee listed on the Baylor website at:
http://www.baylor.edu/sfs/droprefunds

3. Have you discussed the Satisfactory Academic Progress policy with your advisor?

a. If you drop below full time status and you are receiving financial aid, please contact the Student Financial Aid office at 254.710.2611.

b. You must remain in full time status and **successfully** complete 75% of the courses you are enrolled in on the 12th class day of the semester in order to remain eligible for financial aid. Please visit www.baylor.edu/sfs/sap for details concerning the Satisfactory Academic Progress policy.

4. Are you in a pre-professional program such as one of the prehealth options or prelaw?
Please review information concerning the impact of multiple drops on your transcript for consideration for admission to the professional schools.

Prehealth: www.baylor.edu/advising/dropprehealth

Prelaw: www.baylor.edu/prelaw/b4udrop

5. Have you demonstrated full engagement in the class? Initial all actions you have taken.

_____a. Discussed the difficulty you are having in the course with your professor.

_____b. Attended tutoring and/or SI. Check into tutoring on the **Paul L. Foster Success Center** website. www.baylor.edu/tutoring

_____c. Recorded the amount of study time you are budgeting. (How does it compare to the difficulty of the class? Have you made some adjustments? Is your study time actually quality time?)

_____d. Worked with a study partner or study group.

Professor's signature: _____ _____ _____
If required by advisor for decision on drop Grade Date

Student's signature: _____ _____
I have read and understood the "Before You Drop a Course" guidelines Date

List of Advisors for Add/Drop signature:

Students must obtain required signatures from a professional advisor in the school of their degree/program and by their classification (hours completed):

Freshman	Arts and Sciences, Pre-Business, Pre-Social Work	University Advisement, Sid Rich 103
Sophomore – Senior	Arts and Sciences	CASA, Sid Rich 053
	Pre-Business or other Business major	Business, Hankamer 106B
	Social Work	Social Work, 811 Washington (Downtown)
All Classifications	Undecided	University Advisement, Sid Rich 103
	BIC	Morrison 231
	Computer Science	Rogers 202
	Education	Marrs McLean Science Building 100
	Engineering and Computer Science	East Village, Teal Hall, Suite 104-B
	Honors	Morrison 203.4
	Music	Roxy Grove 105
	Nursing	Baylor Science Bldg. C 107