



Enrollment ADD/DROP FORM

Must be submitted to the Office of the Registrar email: registrar@tamuk.edu

Refer to the Academic Calendar for Class Enrollment Deadlines

Name: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_
ID#: K \_\_\_\_\_ Undergraduate Graduate
Phone: \_\_\_\_\_ Doctoral Non-Degree

Please Note: If you add a course to your schedule, you must pay the additional tuition and fees, if any, prior to the tuition payment deadline to validate the added course. To view the balance due or to print your new class schedule, please log on to the Blue & Gold Connection. Please submit the form to the Office of the Registrar for processing.

Table with columns: Check Applicable Box(es), Add, Drop, CRN, Subject, Course #, Section #, Course Title, Instructor Signature when adding a course. Includes a note: Instructor signature is not required if dropping a course(s).

\* By signing this form, instructor is authorizing the Registrar's Office to override any pre-requisites.

Enrollment seating capacity ONLY if course is a closed session

CAPACITY OVERRIDE APPROVAL: If the addition of this enrollment causes the current enrollment to exceed the maximum enrollment, the following approval signatures are required from the appropriate college affiliated with the course.

Department Chair (or Proxy)

Print \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Table with columns: CRN, Subject, Course #, Section #, Course Title

Table with columns: CRN, Subject, Course #, Section #, Course Title

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Academic Advisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

(Required of ALL students who are adding or dropping a course - policy change effective 2014 Fall)

Athletic Department or Transitional Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Required if student is: an athlete (1 signature required) and/or enrolled for any Transitional course.)

For Registrar's Office use only: Processed By \_\_\_\_\_ Date \_\_\_\_\_

If you are withdrawing from ALL of your classes, please contact the Office of the Registrar for more information and withdrawal forms - email registrar@tamuk.edu or call 361-593-2811.