



# Drop Form

## 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?

- x Use form after the registration deadline and before the withdrawal deadline (65% of the semester) ([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 Form will be required if dropping courses.
- x Maybe started by the student or advisor
- x A fee will be charged for registration changes made after the registration deadline.
- x The Drop Form must be completed, approved with signatures, and submitted by the withdrawal deadline date.
- x 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

Student Name:	Andrews ID:	Term
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## Course Drop Information

CRN	Subject & Course Number	Section	Course Title	Credits	Dates of Attendance	Instructor Signature

## Approvals Required

Signature	Date
Student	
Advisor:	

## Required for International Students Dropping Below Fulltime

Signature	Total Semester Credits	Date
International Student Services		
Registrar's Office Use Only (Sign and Date)		
Comments:		
Approved		
Denied		