PRAIRIE

Building a passionate Body of Christ

Prairie College of Applied Arts & Technology
Registrar's Office

ADD/DROP APPROVAL FORM

1) Fill in class names and ID's:

ADD/DROP	*SEMESTER*	*COURSE ID*	*NAME OF COURSE*
e.g. Drop	WI09	NT 110-1	Jesus & the Gospels
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2) Review and sign: I realize that

- There is no refund unless I have transfer credit.
- I have two years to take this course with no additional charge.
- If I add a course that is not part of my program there will be additional fees charges.
- This course may be needed for the AARS and I may be affecting my graduation by dropping it.
- If I drop a course after the Add/Drop period I will receive a "W" or "F" grade (see PCAAT Academic Guide for details).
- If second-year PCAAT students have unfulfilled course requirements on their AARS program, including courses that do not fulfil our partner's program requirements, they must be enrolled in at least one of the course requirements each semester.

_____ _____ _____
Signature Print Name Date

3) Get approval.

_____ _____
PCAAT Executive Assistant's Signature Date

4) Add/drop courses through Student Portal. See Add/Drop Instructions link on Portal Homepage.

5) Return form to PCAAT Executive Assistant.

OFFICE USE

☐ Copy to Financial Aid Office

☐ Original to Registrar's Office for Student file