

GRAND VALLEY STATE UNIVERSITY REGISTRATION and DROP-ADD FORM

Last Name First Initial Local Street Address

Student Number Date City State Zip

Year Fall Winter Sp/Su Session Local Phone Number GVSU email

ADD OR REGISTER				DROP			
Subject	Number	Section	Credit	Subject	Number	Section	Credit

Undergraduate students in other than good standing need advisor approval to register.

After the drop deadline, the Psychology Department recommends approval of requests to drop one of its courses only when there are extenuating circumstances. In particular, performing poorly in a course does not justify missing the drop deadline. The student making such a request should attach to this form a letter explaining why the student wants to drop the course and why the student is requesting this after the deadline. The request and justification must first be reviewed and approved by the course instructor and then by the chair of the department offering the course.

Course Instructor Signature: _____ Chair/Course Dept: _____

FOR OFFICE USE ONLY - Date Received by Records: _____ Refund Period (circle one): 100% 75% 0%