

**ADD/DROP FORM - DEGREE STUDENTS**

**Year:** \_\_\_\_\_ **Semester (check):**  Fall  Spring  Summer

**Student Information**

Name: \_\_\_\_\_ PowerCAMPUS ID #: 0000 - \_\_\_\_\_  
 Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Female  Male Citizenship:  USA  Other \_\_\_\_\_ Visa type \_\_\_\_\_  
 Local Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_  
 Phone:  Cell  Local (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_@corcoran.edu

**Emergency Contact Information**

Name: \_\_\_\_\_ Relationship to Student:  Parent  Spouse  
 Emergency Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  Friend Other \_\_\_\_\_

- DEGREE:**  AFA  BA  BFA  BFA/MAT  MA or MAT
- CURRICULUM:**  Art & the Book  Art Education  Art & Museum Culture  Digital Media Design  Exhibition Design  Fine Art  Graphic Design
- History of Decorative Arts  Interior Design  Photography  Photojournalism  Theory & Studio Practice  Writing in the Arts
- CLASS LEVEL:**  Freshman  Sophomore  Junior  Senior  5<sup>th</sup> Year  Masters

**ADD**

Course Code	Section	Course Title	Day(s)	Times	Instructor	Credit or Audit

**DROP/WITHDRAW**

Course Code	Section	Course Title	Day(s)	Times	Instructor	Credit or Audit

**Please Note:** The **last day to add** 15-week courses is two calendar weeks after the first day of 15-week classes. Registration or adds after the add period require written permission from the Associate Dean of Student Academic Affairs and are only allowed under extraordinary circumstances that were beyond the student's control. "Retroactive credits" will not be awarded to students who report that they attended classes but were not on the official class rosters after the last day to add. The **last day to drop** 15-week courses (without refund) is five calendar weeks after the first day of 15-week classes. **All classes for which a student is enrolled past the last day to drop will remain part of the student's permanent academic record.**

**Required Signatures**

**Student's Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Studio Advisor's Signature\*:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**Academic Advisor's Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\* If you are adding or dropping academic courses, you must have the signature of your academic advisor. If you are adding or dropping studio courses, you must have the signature of your studio advisor.

**Office Use Only**
