NYU | Office of the Registrar

DROP/ADD FORM

The gray box instructions.

This form is for drop/add transactions that cannot be processed via Albert for exceptional reasons.
This form is *not intended for requesting "term withdrawals"* (withdrawing from all courses within a term) or a leave of absence.
Advisor and/or department signatures are required; forms will not be accepted without required/authorized signatures.
Deliver completed form to a StudentLink Center (Manhattan: 383 Lafayette Street; Brooklyn: 5 MetroTech Center, 201).
Questions can be directed to registration@nyu.edu

STUDENT INFORMATION

LAST/FAMILY NAME   **FIRST NAME**   **MIDDLE**   **SCHOOL OF NYU ATTENDING**

Fall   Spring

January   Summer

Graduate   Non-degree

Undergraduate   Professional

N

CAMPUS ID   **TERM**   **YEAR**

COURSES DROPPED					COURSES ADDED				
Subject Area	*Catalog #*	*Section #*	*Class #*	*Units*	*Subject Area*	*Catalog #*	*Section #*	*Class #*	*Units*
Ex: HIST-UA	Ex:1234	Ex: 001	Ex: 5450	Ex: 4	Ex: HIST-UA	Ex:1234	Ex: 001	Ex: 5450	Ex: 4

Term Units BEFORE change: _____   **Term Units AFTER change:** _____

Notice of Responsibility: I hereby accept financial responsibility for all charges (including collection of fees) associated with the above schedule adjustments according to the University refund/liability schedule. I acknowledge that it is my responsibility to familiarize myself with University policy and procedure regarding registration, drop/withdrawal, and refunds. I further understand that dropping/withdrawing below full time status may jeopardize my financial aid eligibility and/or immigration status (for students on F1 or J1 Visas).

STUDENT SIGNATURE X _____   **DATE** _____

REQUIRED: ADVISOR/DEPARTMENTAL APPROVAL

ADVISOR/DEPARTMENTAL SIGNATURE X _____   **DATE** _____

ADMINISTRATIVE USE ONLY

_____

Special Processing   **Authorized Signature**   **Print Name**   **Date**

_____

Special Processing   **Authorized Signature**   **Print Name**   **Date**

REGISTRAR'S OFFICE USE ONLY

Date processed:

Processed by:

Version 20161014