



ADD/DROP FORM ** Save Time! Change Your Schedule Online Using Student Planning! **

STUDENT ID	DATE	SEMESTER
LAST NAME	FIRST NAME	MIDDLE NAME

ADD						
Course & Sec. #	Course Title	Instructor	Days	Times	# of Credits	**Is this a REPEAT?

**** NOTE:** Certain courses may be repeated under the Undergraduate Grade Replacement Policy. See the Catalog or Registrar's website for details. Students on Academic Probation must review repeated courses with their advisor.**

*** If you are adding a course as pass/fail, please use the pass/fail form ***

DROP						
Course & Sec. #	Course Title	Instructor	Days	Times	# of Credits	**Is this a REPEAT?

INDEPENDENT STUDY, INTERNSHIP & SENIOR EVALUATION REGISTRATION PROCEDURE

- Independent Study Forms & Senior Evaluation Forms are available in the Registrar's Office in Brownson Hall Rm. 113
 - Internship Forms are available from the Center for Career Development in Founders Hall Rm. G-12
 - Registrations must be processed at the Registrar's Office with required forms & appropriate approvals.

UNDERGRADS MUST BE REGISTERED FOR 12 CREDITS TO MAINTAIN FULL-TIME STATUS!!

REFUND ELIGIBILITY FOR DROPPED COURSES IS DETERMINED BY THE PUBLISHED REFUND SCHEDULE!

***ADVISOR SIGNATURE: _____ DATE: _____

*** NEW Freshmen, students on Academic Probation and any students repeating courses MUST obtain their advisor's signature. School of Education GRADUATE students also require their advisor's signature ***

I realize I am solely responsible for selecting the courses needed for my degree. I agree to abide by all policies and procedures as stated in Manhattanville College's publications including payment of all charges and collection fees. I am aware that registering for any repeat course may affect my financial aid.

REQUIRED SIGNATURE

STUDENT _____ DATE _____

SCHEDULE CHANGES ARE NOT FINAL UNTIL PROCESSED & CONFIRMED BY THE REGISTRAR'S OFFICE .
 Registrar's Office (REID 3rd Floor) • Manhattanville College • 2900 Purchase St. • Purchase, NY 10577
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 Rev. 5/2020-Registrar's Office