Manhattanville COLLEGE®

ADD/DROP or APPROVAL FORM

Student Name: _____ _____ _____
LAST FIRST MIDDLE

Student ID: _____ Semester: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: _____

** *Save Time: Change Your Schedule Online Using Student Planning!* **

Course/Section	Course Title	Instructor	# Credits	Add	Drop	Repeat Course *Requires Advisor Approval*	Waive Coreq/Prereq *Requires Division Chair Approval*
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐
				☐	☐	☐	☐

Undergraduate students 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: _____

Chair Signature: _____ Date: _____

I realize that 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.

Student Signature: _____ Date: _____

SCHEDULE CHANGES ARE NOT FINAL UNTIL PROCESSED AND CONFIRMED BY THE REGISTRAR'S OFFICE.
Manhattanville College Registrar's Office ♦ Reid 3rd Floor ♦ 914-323-5337 ♦ registrar@mville.edu