



ADD OR DROP COURSES AFTER REGISTRATION COMPLETE

NOTE: Making this change may affect your financial aid eligibility. See the NBTS Financial Aid Handbook for more information.

Date: _____

Student Name: _____

Program: _____

Academic Year: _____ **Academic Term:** _____

NOTE: USE THIS FORM ONLY IF YOU ARE UNABLE TO ACCESS NETCLASSROOM. NETCLASSROOM REMAINS OPEN DURING THE ADD/DROP PERIOD FOR CHANGES. IF DROPPING ALL COURSES FOR THE SEMESTER USE THE LEAVE OF ABSENCE FORM.

ADD COURSES MUST BE ADDED PRIOR TO THE SECOND MEETING OF THE COURSE

Course Number	Course Title

DROP COURSES A COURSE MAY BE DROPPED AT ANY TIME PRIOR TO THE LAST CLASS SESSION. IF A COURSE IS DROPPED AFTER THE END OF THE ADD/DROP PERIOD, THE TUITION REFUND POLICY WILL APPLY AND THE STUDENT WILL RECEIVE A GRADE OF "W." THE COURSE WILL BE CALCULATED AS PART OF ATTEMPTED CREDITS.

Course Number	Course Title

Signature of Student: _____

RETURN THIS FORM BY THE DEADLINE TO THE OFFICE OF THE REGISTRAR FOR PROCESSING