

DROP / ADD / WITHDRAWAL

Circle: Fall Spring Summer Yearlong **20** Campus: **UAF** Site: **CDE**

Student ID (or SSN) and Name: (Please Print Carefully)

NAME: _____ Student ID (or SSN) _____
 _____ Last _____ First _____ Middle _____

Mailing Address: () *Check if this is a change since the beginning of the semester.*

Evening Phone: _____
 Daytime Phone: _____
 Email address: _____
 _____ (City) _____ (State) _____ (Zip)

TO DROP OR WITHDRAW FROM A COURSE: (Please Print Carefully)

1. Complete all information requested below.
2. Sign the form.
3. Return all copies to the Center for Distance Education

CRN #	Dept.	Course Number	Sect.	Course Title	# of Credits	Date Enrolled

* **DROP/WITHDRAWAL REASON CODES:** A - academic; E - employment; F - financial; H - health; S - schedule conflict; 1 - work; 2 - personal; 3 - course not as anticipated; 4 - instructor; 5 - other

TO ADD A COURSE: (Please Print Carefully)

1. Complete all information requested below.
2. Sign the form.
3. Return all copies to the Center for Distance Education

CRN #	Dept.	Course Number	Sect.	Course Title	# of Credits	Date Enrolled

_____ **X Student's Signature**

_____ **Date**

College of Rural and Community Development
Center for Distance Education and Independent Learning
 PO Box 756700
 Fairbanks, AK 99775-6700
Hours of Operation M-F 8am-5pm
 Phone: (907) 479-3444
 Toll Free: (800) 277-8060
 Fax: (907) 479-3443
 Email: racde@uaf.edu



OFFICE USE ONLY:

Tuition \$ _____
 Network Fee \$ _____
 Service Fee \$ _____
 Transfer Fee \$ _____

Books and Supplies \$ _____
 \$ _____

TOTAL Tuition & Fees -> \$ _____
 Less Credits (describe) _____

* Refund -\$ _____
 * Refund -\$ _____
 * Amount Due or Refund \$ _____

Method of Payment:

Cash \$ _____
 Check / Money Order \$ _____
 *Authorization # _____
 Visa / Master Card # _____
 Expiration Date _____ / _____

Card Holder Signature: _____

(* Attach Credit or Waiver Forms.)

Received by _____ Date _____

Notice to Student: Retain your validated copy of this form *until you receive your final grade* .