



# Add/Drop Form

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Semester \_\_\_\_\_ 20\_\_\_\_

This form is used to add a course, or to add and drop courses at the start of a semester. If the student is only withdrawing from a course (dropping), the Course Withdrawal Form is to be used.

**Action Code:** Enter "A" to add a course. Enter "D" to drop a course.

Class #	Course Title	Instructor	Credits	Action	Instructor Signature (if required for a late add)*

\* Instructor permission is required to add a course after the first week of the course offering.

By signing below you understand that you are responsible for any changes to your schedule, and any fees that may be due because of the schedule change.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return** this completed form to Nicolet College’s Welcome Center (UTC 210), or mail to: Nicolet College Welcome Center, PO Box 518, Rhinelander, WI 54501. Fax to 715.365.4901 or email to [classes@nicoletcollege.edu](mailto:classes@nicoletcollege.edu)

For Office Use:  
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_