



Office of the Registrar Add-Drop

Student ID #:
00 _____

LAST Name _____
FIRST Name _____

Check Quarter:
 Fall Winter
 Spring Summer
 Year _____

ADD the following course(s) to my current registration:

Course #	Sec #	Course Title	Hours	Circle Grade Option		
				LT	P/N	AU
				LT	P/N	AU
				LT	P/N	AU

Courses cannot be added after the first Friday of the quarter. Grading Options: LT = Letter Grade; P/N = Pass/No Pass; AU = Audit

DROP the following course(s) from my current registration:

Course #	Sec #	Course Title	Hours	Circle Grade Option		
				LT	P/N	AU
				LT	P/N	AU
				LT	P/N	AU

My signature indicates that I have spoken with the course instructor(s) and my advisor about my decision to add and/or drop my course(s).

Student's Signature: _____ **Date:** _____

Policy Regarding Dropping Courses			
When	How	Refund Percentage	Grading
Before beginning of quarter	Drop courses using RUConnected*	100% refund	No grade transcribed
1 st week of quarter	Drop courses using RUConnected*	100% refund	No grade transcribed
2 nd week of quarter	Submit Drop form	80% refund	W grade
3 rd week of quarter	Submit Drop form	60% refund	W grade
4 th week of quarter	Submit Drop form	40% refund	W grade
5 th week of quarter	Submit Drop form	20% refund	W grade
Week 6 through last class day	Submit drop form	No refund	WP, WF, or WN grade to be assigned
After last class day	Drop not allowed	No refund	Grade (i.e. A, B, etc.) to be assigned

1) In weeks one through five, the drop must be fully completed by Friday at 11:30 p.m. CT to be considered eligible for the published tuition refund.

* If dropping using RUConnected (before beginning of the quarter through the 1st week of the quarter): First, logon to RUConnected. RUConnected will allow you to drop all but the last course so you should drop all of the courses that you can. Please then send the Office of the Registrar an e-mail (Registrars_Office@rush.edu) indicating that you wish to drop your final course. Refund policies apply so please make sure to send the e-mail the same day you drop the rest of your courses so the refund for the final course is appropriately applied.

2) If dropping ALL courses, submit the leave of absence/withdrawal form instead of this form.

3) Students receiving financial aid should be aware of the impact that dropping a course could have on aid. If, prior to the 5th week, your enrollment drops below 6 hours, aid is terminated. If enrollment drops below 12 hours, aid is reduced.