### Change Of Class Schedule (Add/Drop)

- **Fall**
- **Spring**
- **J-Term**
- **Summer**

Please follow the Add/Drop procedures listed below:
- List the course(s) to be added or dropped.
- Secure the instructor’s signature and date for each course.
- Secure your Faculty Advisor’s and Business Office’s signature.
- Return this form to the Registrar’s Office before the Add/Drop period ends.

**Date:** ___________________________  
**Student ID:** ____________________

**Student’s Name:** ____________________________________________________________

**Reason for Change:** __________________________________________________________

**Current semester hours**  
**Revised semester hours after Add/Drop:** __________

#### ADD CLASS

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor’s Approval</th>
<th>Date</th>
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**NOTE:** In some cases, adding courses may change your tuition charges and/or Financial Aid.

#### DROP CLASS

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Cr. Hrs.</th>
<th>Day(s)</th>
<th>Time</th>
<th>Instructor’s Approval</th>
<th>Date</th>
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**NOTE:** Dropping courses may not result in a 100% refund of tuition; refunds apply per Refund Policy. Financial Aid may be affected.

**ALL SIGNATURES ARE REQUIRED BY THE APPROPRIATE DEPARTMENT**  
* needed only if dropping below full-time, 12 credits hours.

1. **Student** ___________________________
2. **Faculty Advisor** ____________________
3. **Business Office** ____________________
4. **Athletics Compliance Coordinator (if athlete)** ____________________
5. **Financial Aid** ____________________
6. **Information Technology** (iPad) ____________________
7. **Residence Life** ____________________
8. **Music Instructor** ____________________  
   **If taking lesson(s), how many hours?** __________

**Office Use only**

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<th>Notes:</th>
<th>Date:</th>
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Returned to Registrar’s Office: ___________________________

**Return to Registrar's Office**  
**registrar@arizonachristian.edu**  
**REG REV. 8/7/2014**