

# ADD/DROP FORM

For changes of schedule after registration has been completed

Name (last, first, mid): \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_@mcny.edu

Degree:  Associate  Bachelor  Masters  CASAC (Certificate)

- Curriculum:
- American Urban Studies
  - Business
  - Human Services
  - Emergency & Disaster Management (undergraduate)
  - Health Services Management
  - Healthcare Systems Management (undergraduate)
  - Education
  - Emergency Management & Business Continuity (graduate)
  - Financial Services
  - General Management
  - Media Management
  - Public Administration
  - Non-traditional: \_\_\_\_\_

ADD	Purpose	Course Code (i.e. MTH 122 SKI)	Site/Section (i.e. MEV1)	Credits	Approval	

DROP	Purpose	Course Code	Site/Section	Credits	Approval	

Comments/Reason for class change:

**Changes of section may require a Dean's approval (e.g. MEV1 to MEV2)  
Schedule changes are not allowed after the first week of classes.**

X \_\_\_\_\_ / / \_\_\_\_\_ / /  
 Student's Signature Date Advisor's Signature Date

Change of Credits/ Financial Aid Signature Required \_\_\_\_\_ / /  
 Date

Dean's Signature Required \_\_\_\_\_ / /  
 Date