

# National Louis University

## Drop/Add Form

Student Name: \_\_\_\_\_ NLU ID: \_\_\_\_\_

The National Louis University Refund Policy applies to students who drop one or more courses but do not withdraw from all coursework for a term. Students will receive no charge for courses they drop prior to the start of the term or during the first week of the term. Students who are enrolled in workshops must drop at least one business day prior to the start of the workshop to receive a full refund otherwise there will be no refund. For FOCUS courses, students will receive a 100% refund if they drop prior to the start of the term or no later than the end of the first week of the class. Dropping the course after that point will result in no refund. Students who drop a course (s) after the drop period will receive a "W" grade. There is no refund for withdrawals after the first week of the term unless all courses in the term are withdrawn. The undergraduate unit of credit is the quarter hour; the graduate unit of credit is the semester hour.

### Please make the following changes to my registration:

Select Term:

Fall     Winter     Spring     Summer    20 \_\_\_\_\_

### DROP/WITHDRAW FROM A COURSE

CRN Number	Course Number	Course Title	Quarter or Semester Hours	Office Use Only

### ADD A COURSE

CRN Number	Course Number	Course Title	Quarter or Semester Hours	Office Use Only

Reason for Change: \_\_\_\_\_

**I understand drops/withdrawals are effective on the date the form is received by the undergraduate advisor or registrar.**

\_\_\_\_\_  
Student Signature or via NLU email account

\_\_\_\_\_  
Date

**Fax/Mail form to: (312) 261.3044**

Academic Advising Center  
122 S. Michigan Av, Chicago IL 60603

### For Office Use Only

\_\_\_\_\_  
Advisor's Signature (Required for Undergraduate Students Only)

\_\_\_\_\_  
Date

FOCUS

\_\_\_\_\_  
Financial Aid Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registration signature

\_\_\_\_\_  
Date