

REQUEST TO ADD OR DROP COURSES

Nazarene Theological Seminary

Name: _____
 (Please print, Last, First, Middle Initial)

Term: _____ Year: _____
 (FA, SP, SU)

This change is effective only after this completed form is processed by the Registrar's Office.

	Course #	Course Type	Sec	Title	Hours	Circle One
Add						Credit Audit
Add						Credit Audit
Add						Credit Audit
Add						Credit Audit

	Course #	Title	Hours	Circle One	Professor's Approval	For Financial Aid: Last Date Attended	Grade (WP or WF required for withdrawing from a course after last day to receive a refund)
Drop				Credit Audit			
Drop				Credit Audit			
Drop				Credit Audit			
Drop				Credit Audit			
Drop				Credit Audit			
Drop				Credit Audit			

The student is responsible to complete all degree requirements as specified in the catalog in an orderly and timely manner. Changes to Course Selection may affect financial aid, scholarships, and Guaranteed Student Loans.

 Student's Signature

 Date

	Credit	Audit
Hours Before Change		
Hours After Change		

Two Week Classes: D.Min. Seminar, AM Module, PM Module

Drop prior to the 2 nd day of class	100% refund
Drop after the 2 nd day of class	75% refund
Drop after the 3 rd day of class	50% refund
Drop after the 4 th day of class	25% refund
Drop after the 5 th day of class	0% refund

One Week Classes: Courses Offered on MCS sites

Drop prior to the 2 nd day of class	100% refund
Drop after the 2 nd day of class	75% refund
Drop after the 3 rd day of class	50% refund
Drop after the 4 th day of class	25% refund
Drop after the 5 th day of class	0% refund

14 Week Classes:

Drop prior to or during the 1 st week of class	100% refund
Drop during the 2 nd week of class	75% refund
Drop during the 3 rd week of class	50% refund
Drop during the 4 th week of class	25% refund
Drop after the 4 th week of class	0% refund

FOR OFFICE USE ONLY

Refund: NA 100% 75% 50% 25% 0% Effective Refund Date: _____ Entered: _____
 White Copy – Registrar Yellow Copy – Business Office Pink Copy – Student