CLARK UNIVERSITY

CHALLENGE CONVENTION.
CHANGE OUR WORLD.

Office of the University Registrar

Please return completed form to the Registrar's Office, ASEC Room 305

ADD/DROP FORM

Name:_____**Clark ID#:** _____

Select Semester: ☐ *Fall* ☐ *Spring* ☐ *Summer* ☐ *May Term* ☐ *Intersession* **Year:** _____

Select College: ☐ *Undergraduate* ☐ *Graduate* ☐ *CUSB* ☐ *SPS Undergraduate* ☐ *SPS Graduate*

Student Signature:_____**Date:** _____

Late adds for Arts & Sciences undergraduate students require a faculty signature and may require a petition. All other students must obtain a faculty signature and permission from the dean or director of their school. Late drops will be treated as withdrawals (see withdrawal form). Late fees may apply. Pass/Fail grading selection is available to undergraduates & does not require a signature; however, you should discuss this option with your advisor. A&S undergraduate internship courses require a signature from the Career Services Office**. CUSB students should contact their advisor prior to auditing a course. SPS students should contact the Assoc. Dean. For further information &/or assistance please contact the Registrar's Office.*

Course Info:

1. Course CRN:_____Subject:_____Number:_____Section:_____Title: _____

   Action: ☐ Add ☐ Drop ☐ Add as Audit ☐ Pass/fail

   **Variable Units
   Course: # of Units _____

   Print Instructor's Name: _____

   Instructor's Signature: _____

2. Course CRN:_____Subject:_____Number:_____Section:_____Title: _____

   Action: ☐ Add ☐ Drop ☐ Add as Audit ☐ Pass/fail

   **Variable Units
   Course: # of Units_____

   Print Instructor's Name: _____

   Instructor's Signature: _____

***Undergraduate Internship Courses:** Must obtain signature from Career Services*

Print Career Services Name: _____

Date:_____

Career Services Signature: _____

Graduate students required signatures:

Print Director or Graduate Dean Name: _____

Director or Graduate Dean Signature: _____

Date:_____

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For Internal Use Only *Processed by:* *Date:*