



Office of the Registrar
registrar@law.whittier.edu

Office of Student & Alumni Relations
studentrelations@law.whittier.edu

ADD / DROP FORM

DIRECTIONS: A student may drop or add a class online within the first week of a semester by visiting my.whittier.edu. After the first week of a semester, a student may add or **withdraw** from a course with permission of the Associate Dean for Student and Alumni Engagement. During the last three weeks of the semester and the last two weeks of the summer, a student may not add any course and may withdraw from a course only with the Academic Standards Committee's approval. See the Associate Dean for Student and Alumni Engagement with any questions about this process.

Student ID #: _____ **Student Name:** _____

Phone: _____ **Whittier Email:** _____

Current Year: 1L 2L 3L 4L **Current Status:** Full Time Part Time

<input type="checkbox"/> FALL	CRN# _____	COURSE _____	UNITS _____	<input type="checkbox"/> ADD <input type="checkbox"/> DROP
<input type="checkbox"/> SPRING	APPROVAL (IF APPLICABLE) _____			
<input type="checkbox"/> SUMMER	Year _____			
<input type="checkbox"/> FALL	CRN# _____	COURSE _____	UNITS _____	<input type="checkbox"/> ADD <input type="checkbox"/> DROP
<input type="checkbox"/> SPRING	APPROVAL (IF APPLICABLE) _____			
<input type="checkbox"/> SUMMER	Year _____			

Important notes. Please read and initial:

- ____ I will receive a "W" on my transcript for any classes that I have withdrawn from.
- ____ I have read the Tuition Refund Policy and I understand that I will likely receive no refund of tuition for any classes that I have withdrawn from.
- ____ If adding or withdrawing from a class will change my status, I must submit a Change of Program form.
- ____ If withdrawing from a class causes my status to fall below half-time, then I will not be eligible for financial aid. Financial aid funds must be returned to the lender, which means that I may be required to return some or all of the cost of living funds I have received and I may be personally responsible to pay tuition charges.

If you have any questions about how adding or dropping a class will change your tuition rate or financial aid, you should meet with the Business Office and Financial Aid Office.

Student Signature

Date

Associate Dean for Student and Alumni Engagement

Date