

# COURSE CHANGE FORM

(Drop/Add/Withdrawal Form)

## STUDENT IDENTIFICATION

Name: \_\_\_\_\_ Bentley ID \_\_\_\_\_ Date: \_\_\_\_\_

Circle One:	Graduate Student	Day/Evening Undergraduate/Post Baccalaureate Student	
Is this your first semester at Bentley?			Yes No
Are you an International Student?			Yes No
Does your drop/add/withdrawal transaction below bring you below full-time status?			Yes No
If yes, has your transaction been reviewed by International Services?			Yes No

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_

## COURSE CHANGE

Effective Semester/year: Fall \_\_\_\_ Spring \_\_\_\_ Summer I \_\_\_\_ Summer II \_\_\_\_ Wintersession \_\_\_\_

Crn	Course	Sect	Drop/ WD	Add	Department Chair Signature	Expiration Date***

### STUDENT RESPONSIBILITIES:

\*\*\*Students are responsible for meeting all drop/add/withdrawal deadlines. **If the form is signed, this form must be received within 24 hours or by the expiration date listed by the department chair.** Forms received after 24 hours may require additional confirmation.

All students are responsible for knowing and adhering to the posted deadlines for drop/add and withdrawal.

Deadlines are posted on the Registrar's website, <http://ecampus.bentley.edu/dept/reg/dates.html>

- NOT HAVING ACCESS TO BANNERWEB IS NOT AN EXCUSE FOR MISSING DEADLINES.
- A REGISTRATION HOLD DOES NOT GRANT YOU AN EXTENSION TO THE DEADLINE.
- MISSED DEADLINES MAY RESULT IN ADVERSE REGISTRATION AND TUITION ISSUES.
- DAY STUDENTS WHO FALL BELOW FULL-TIME (12 CREDITS) SHOULD CONTACT FINANCIAL ASSISTANCE (X2211) TO MAKE SURE YOUR FINANCIAL AID PACKAGE IS NOT IMPACTED.

### For Office Use Only:

Date Rec'd: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Processed By: \_\_\_\_\_

Student Financial Services Authorization: \_\_\_\_\_

STEP Authorization: \_\_\_\_\_

International Services Authorization: \_\_\_\_\_