

Gordon-Conwell Theological Seminary-Charlotte



Add/Drop Petition

Procedure:

- ◆ Submit completed add/drop form to the Registration Office only if you have already submitted a registration form.
- ◆ You can fax it to us at 704-527-8577, personally drop it off, or mail it to the attention of the Registrar (we will accept the postmark as the official date submitted). If dropping off the form please do so by 5:00 PM, otherwise it will be dated to the next business day.
- ◆ A copy of the form will be sent to you within a week. If you do not receive your copy, please notify the Registration Office immediately.
- ◆ Be sure to fill this form out in full.

Deadline for ADDING courses:

- ◆ Fall/Spring semesters: through first week of class for weekday courses, and before the first Friday of a weekend course.
- ◆ Jan/Summer Sessions: by the first day of class for week intensives and before the first Friday of a weekend course.

Deadline for DROPPING courses:

- ◆ Courses can be dropped through the last day of classes for the semester. However, the amount of tuition refunded (if any) will depend on the date this form is submitted to the Registration Office. Please check the catalog for details and deadlines.
- ◆ When a course is dropped after the add/drop period, a 'W' (withdrawn) will appear on the transcript.

Fees for ADDING and DROPPING courses:

- ◆ Drop/adds will be allowed without penalty if petitioned before or during the Integrative Seminar.
- ◆ There is a five-dollar (\$5) fee for *each course* added/dropped after the Integrative Seminar.
- ◆ There is no fee for *adding* RTS, Semlink, or Gordon-Conwell cross-campus courses.

Refunds:

- ◆ When you are DROPPING a course please remember that refunds will be determined by when you submit this form to the Registration Office.

Name _____ Today's Date _____

ID# _____ PH# _____

Course ADDED _____ Course DROPPED _____

Degree _____ Semester/Year (in which this course is registered) _____

Student Signature _____

(For Office Use)

The following action was taken on your request:

Course ADDED _____ Date _____

Course DROPPED _____ Signature _____