

**Add-Drop-Audit Form**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ID #: |  | | Name: |  | |
| Year & Term: | |  | | Date received by registrar: |  |

**Add (after first day of classes)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Course #: |  | | Title: |  | |
| Professor Signature: | |  | | |  |

Grading Option:  Pass/Fail  Letter Grade Audit (requires approval below)

|  |  |  |  |
| --- | --- | --- | --- |
| Advisor Signature: |  |  |  |

**\*Drop (after first day of classes) \***Master's students registered for less than 5 credit hours are not eligible for any financial aid - scholarships or loans

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course #: |  | | | Title: |  | | |
| Professor Name: | |  | | | |  | |
| Advisor Signature: | | |  | | |  |  |

**After week 2, professor’s signature is required and a grade of W will be listed on the transcript:\***

|  |  |  |  |
| --- | --- | --- | --- |
| Professor Signature: |  |  |  |

\*There is no financial refund for courses dropped after the second week.

**Audit**

Regularly enrolled students who wish to take a course for which they do not wish to receive academic credit are permitted to enroll as auditors, subject to approval by the professor. Audited courses do not count towards graduation requirements and cannot be changed to a grade at a later date.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course #: |  | | | Title: |  | | | |
| Professor Name: | |  | | | |  | | |
| Advisor Signature: | | |  | | | |  |  |
| Professor Signature: | | |  | | | |  |  |

**Typing name in signature line and sending from .edu e-mail address constitutes official signature.**