



ADD/DROP FORM

One Stop Student Services - onestop@cwidaho.cc - 208.562.3000 phone - 888.562.3216 fax
 P.O Box 3010 - Nampa, ID - www.cwidaho.cc

This form is used for registering, adding and dropping courses. It must be submitted in person by the student with photo ID. Only exceptions to registration policies require an override signature. These exceptions include, adding courses after the deadline, changing to/from credit to audit, adding a closed or full section, overriding requisites, overriding time conflicts, registering for more than 18 credits, etc.

LAST NAME _____ FIRST NAME _____ M.I. _____

STUDENT ID -OR- SOCIAL SECURITY NUMBER _____

PHONE NUMBER (INCLUDING AREA CODE) _____

DATE OF BIRTH _____

ADD COURSES

Semester: Fall 20____ Spring 20____ Summer 20____

Subject	Course#	Section	Title	Credits	Override Code <small>(see below if needed)</small>	Override Signature* <small>(Instructor approval required only for exceptions)</small>

Override Codes

- | | |
|---|-------------------------|
| A – Audit – Change from Credit to Audit | T – Time Conflict |
| C – Credit – Change from Audit to Credit | D – Add After Deadline |
| O – Overload – Registering for more than 18 credits | F – Full/Closed Section |
| R – Requisite (Corequisite or Prerequisite)* | |

*See CWI Catalog for course co/prerequisites. If Instructor Permission (PERM/INST) is listed in the course description, an instructor may approve an override with justification. Any other exceptions must be approved by the department chair of the course.

DROP COURSES - If you are dropping all courses, you must use a Complete Withdrawal form.

Semester: Fall 20____ Spring 20____ Summer 20____

Subject	Course#	Section	Title	Credits

GUIDELINES/SIGNATURES

1. Classes dropped after the first two weeks of the Fall or Spring semesters and first week of the Summer semester will be recorded as a W on the transcript.
2. Students may drop or completely withdraw from courses that are a full semester in length through Friday of the 12th week of class for Fall and Spring terms and Friday of the 6th week of class for Summer terms.
3. Submission of this registration form obligates the student to payment of tuition, fees and other charges, subject to CWI's payment due dates and refund policies.
4. It is the student's responsibility to make sure his/her registration is correct at all times during the semester.
5. Registering for more than 18 credits per semester will require approval from your advisor.

STUDENT SIGNATURE _____ DATE _____

Prerequisite Verification	FOR OFFICE USE ONLY
<input type="checkbox"/> Transcript/test scores on file	_____
<input type="checkbox"/> Transcript/test scores provided upon registration	Initials _____

CWI delivers college credit instruction, certificates and degrees through its memorandum of understanding with College of Southern Idaho (CSI). CSI is accredited through The Northwest Commission on Colleges and Universities (NWCUU).