

Instructions for ADD/DROP/WITHDRAWAL FORM

1. Add/Drop/Withdrawal forms should be used for adding or dropping course(s) or withdrawing from your college.
2. Only the student signature is required prior to the first day of class for any semester.
3. All signatures are required on and after the first day of class. Grades should be assigned by the Instructor of each course.
4. All forms are submitted to the Office of the University Registrar at:
4301 W. Markham, #767
Little Rock, AR 72205
or by fax (501-526-3220)
or by email (registrar@uams.edu)
5. If you have any questions regarding the status of your add, drop or withdrawal, please email registrar@uams.edu.



**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
ADD/DROP/WITHDRAWAL FORM**

Name _____ Student ID _____ Date _____

College	Program	Type (Choose one)	Do you plan to return?
		<input type="checkbox"/> Drop	<input type="checkbox"/> No
		<input type="checkbox"/> Add	<input type="checkbox"/> Yes – Please specify when: _____
		<input type="checkbox"/> Withdraw from program	

TO DROP OR WITHDRAW:

Prefix, Number, Course Name and Hours	Last Day of Attendance - Instructor Approved	Instructor's Signature	Grade Assigned by Instructor

TO ADD:

Prefix, Number, Course Name and Hours	Instructor's Signature

Total hours: Present enrollment Proposed enrollment

My reasons for requesting this change are:

ATTENTION: It is the student's responsibility to obtain appropriate signatures prior to submitting form

_____ Date _____
Student Signature

Approved _____ Date _____
Advisor

Approved _____ Date _____
Dean or Associate Dean

Please mail or fax form to:
Office of the University Registrar
4301 W. Markham, #767, Little Rock, AR 72205
Fax number (501) 526-3220
Email to registrar@uams.edu

Form is incomplete until it is received in the Registrar's Office

<p>For Registrar Use Only:</p> <p>_____</p> <p>[Date of Intent]</p>
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