



MISSISSIPPI STATE UNIVERSITY™

COLLEGE OF EDUCATION

Checklist for Add/Drop Forms

Name: _____ NetID: _____ MSU 9-digit ID: _____

Major: _____ Name of Advisor or Major Professor: _____

Current course load: _____ HRS

New course load: _____ HRS

(If your new course load is 0 hours, **STOP** – you must withdraw from the university via Banner)

If you are requesting to add or drop a course after the 5th day of class, detailed justification must be provided:

To be completed by the **student** (form may be completed electronically, including signatures):

<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a hold on your account? *Add/Drop cannot be processed until all holds are removed.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the add/drop change your status (full-time/part-time/overload)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you receive an assistantship, scholarship, employer reimbursement, or financial aid? If yes, have you spoken with the financial aid office, scholarship office, your employer, or the unit holding your assistantship? <input type="checkbox"/> Yes <input type="checkbox"/> No (this drop will not be processed until you have talked to the appropriate office) <ul style="list-style-type: none">• If you receive any type of MS State Aid (MTAG, Help Grant, MESH, etc.) and fall below 15 hours, you will not be eligible to receive this aid the next semester.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you planning to add a Mid-Semester course?

For Graduate Students: How many research/thesis or dissertation hours do you wish to add/drop, if any? _____ HRS
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you attempting to change from 8000 to 9000, or vice versa? If yes, will you have more than the minimum number of hours required by the time you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No *If the answer is yes, it is recommended that the level change not be made as it will result in a cost to you.

By signing below, you acknowledge that you understand:

If adding a course:

- There is a fee for each course added. You are responsible for paying for the course(s) even if you drop the course within the same day or withdraw from the university.
- Your assistantship or financial aid may be prorated depending on when you enroll.
- For Graduate Students: additional tuition will be charged at the current rate for any distance education or ESL courses if the total credit hours exceed nine.

If dropping a course:

- There is a fee for each course dropped.
- Dropping the course will not remove charges from your account, even if dropping the course(s) results in a change status.
- Assistantships/Scholarships/Financial Aid may be forfeited if you no longer meet the minimum hours required.

Student's signature: _____ Date: _____