



DROP REQUEST FORM

INSTRUCTIONS: IF YOU INTEND TO DROP ALL COURSES THIS SEMESTER, DO NOT USE THIS FORM.
 YOU MUST COMPLETE A WITHDRAWAL FORM WITH AN ACADEMIC ADVISOR IN EAST END ADVISING,
 ROOM 119 ON THE DONALDSON CAMPUS.

A \$10.00 processing fee (per transaction) begins on the 16th instructional day for DROPS.
 Refer to the Student Guide or www.helenacollege.edu for information on the last day to drop a course.

PLEASE COMPLETE FORM IN INK, OR COMPLETE ONLINE, PRINT, SIGN IN INK AND OBTAIN REQUIRED SIGNATURES

STUDENT ID#: 7 7 0 0

NAME (LAST, FIRST, MIDDLE): _____

TERM: _____ AND YEAR: _____
 SPRING, SUMMER, OR FALL (Circle one)

SIGNATURE: _____ DATE _____

DO YOU RECEIVE VETERAN EDUCATION BENEFITS? YES NO

| | Course Subject/Number | Course Title | Credits | CRN | Faculty Signature | Advisor Signature |
|------|-----------------------|--------------|---------|-----|-------------------|-------------------|
| DROP | | | | | | |
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 SIGNATURE OF DIVISION/DEPARTMENT CHAIR DATE

For Office Use Only

Initials: _____ Date: _____