



**UNIVERSITY OF
SAINT JOSEPH**
CONNECTICUT

Registrar's Office – McDonough Hall
1678 Asylum Ave, West Hartford, CT 06117-2791
Phone:860.231.5225 **Fax:**860.231.8396
www.usj.edu registrar@usj.edu

ADD/DROP FORM

(Please Circle)
Fall Spring Summer Year _____

Name (LFM) _____ USJ ID # _____

Primary Email _____ Primary Phone Number _____

<u>ADD</u>			
List the courses you wish to add to your schedule.			
Course Code	Title	Credits	Add

<u>DROP/WITHDRAW</u>				
List the courses you wish to drop or withdraw from your schedule.				
Course Code	Title	Credits	Drop	Withdraw

REGISTRATION AGREEMENT:

By signing below, I accept full responsibility for all courses selected and I agree to comply with all published add, drop, and withdraw deadlines as well as tuition and fee payment policies. I understand that failure to pay my USJ bill will result in a hold being placed on my account preventing further course registration. Additionally, continued failure to pay will result in my account being sent to a collection agency and I will be responsible for any added costs. Delinquent accounts will also be subject to credit bureau reporting if collection attempts have expired before collecting all expenses due. I understand that neither advisors nor instructors have the ability to perform add, drop, or withdraw functions. I agree that it is **my** responsibility and **mine alone** to add, drop, and/or withdraw from classes either by doing so online or by submitting the appropriate forms to the Registrar's Office. I understand that lack of attendance **does not** constitute an official drop or withdrawal from a course and that attending a course without first registering for it **does not** constitute an official enrollment in the course. I also understand that if I remain enrolled in a course beyond the published drop deadline I will incur tuition and fee charges and if I remain enrolled in a course beyond the published withdrawal deadline I will earn a grade in the course; that courses dropped after the drop date and before the withdrawal date will receive a grade of 'W' and I will be responsible for full tuition and fees; and that dropping courses beyond the withdrawal date is prohibited. Additionally, I understand if I register for a course that is not in my plan of study, financial aid may not be available to me. *****Add/Drop and Withdrawal dates can be viewed at <http://www.usj.edu/academics/registrar/academic-calendar/>.*****

Student Signature Date

Advisor's Signature** Date

Registrar Office Use Only:

Processed by: _____ Date: _____

Advisor Print Name **Required for ALL undergraduate students**