



Taylor Seminary - Course ADD/DROP Form

Student Name: _____ Student ID Number: _____

Program of Studies: _____ Faculty Advisor: _____

Student Email Address: _____

Choose ONE only:

Fall Semester (20____)

Winter Semester (20____)

January Intersession (20____)

Spring Session (20____)

ADD Course(s)

Course (Title & Number)	Credit	Audit

DROP Course(s)

Course (Title & Number)	Credit	Audit

Change Credit Course to Audit Course (See Catalogue for Deadline)

Course (Title & Number)	Audit

Student's Signature: _____ Date: _____

NOTE: *To submit this form electronically*, please fill it out on your computer, then SAVE the file. Prepare an email to the Registrar (schong@taylor-edu.ca) and attach the saved file.

To submit the form on paper, you can print off a blank copy and fill it out with pen, or fill it out on your computer and print the completed form; you can then mail or drop off the form at the Taylor General Office.

Office Use Only:

Jenzabar Term: _____ Academic Year: _____

Current Hours Credit _____
Audit _____

Changed Hours Credit _____
Audit _____

Date Received: _____ Date Processed: _____ Processed By: _____

Original to Registrar's Office

Notification: Faculty Advisor Email

Copy to Business Office

Notification: Student Email

Notification: Instructor Email