MidAmerica Nazarene University
Office of the Registrar

TRADITIONAL - Class Drop and Add

INSTRUCTIONS:
1. Fill in all the blanks.
2. List classes that you are DROPPING, ADDING, or making a change to in registration.
3. Indicate in the drop-down box what type of change you are making.
4. If you are a freshmen, your advisor needs to approve these changes.
5. The class instructor needs to approve adding a full class or one for which you do not meet the pre-reqs.

To complete the processing of the drop/add, email the completed form as an attachment from your @mnu.edu email address. This will be your signature. If you need your advisor's or class instructor's approval, forward the form to them and they will send to the Registrar's office if they approve. If the form comes from another email provider, the Registrar's office will not process the drop/add. You may also sign the form and mail it to the Registrar's office or bring it in person for processing.
****NOTE: this form is not used for withdrawing from college****

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STUDENT NAME   M#   MAJOR

Semester for Change   Calendar Year for change   Are you a Student-Athlete?

Do you receive veteran's benefits?   I understand this change may affect my financial aid

                                                Yes

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CRN	Subject	Course #	Section	ACTION
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Registrar's office Use Only: date received: _____   received by: _____   date processed: _____   processed by: _____
Percent of refund if applicable: _____

~ 913-971-3626 ~ registrar@mnu.edu ~ 2030 E. College Way ~ Olathe, KS ~ 66062 ~