

# ADMINISTRATIVE PROCEDURE No. AP4201

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## **Adding and/or Dropping Courses Procedure**

Date Adopted:

Date Revised:

Date Reviewed: 24 March 2014

References:

### **Steps for adding or dropping courses:**

1. Get *add/drop form* from the Office of Admissions, Records and Retention (OARR). Form may also be downloaded from [http://www.comfsm.fm/oar/forms/add\\_drop.pdf](http://www.comfsm.fm/oar/forms/add_drop.pdf).
2. Complete the *add/drop form*, and get the academic advisor's approval.
3. Submit to OARR the completed and academic advisor approved *add/drop form*.
4. Request a copy from OARR of a new student schedule.