



ADD/DROP FORM

Student Information

Student ID	Last name	First name	
Mailing address (where you receive your mail)			
City	State	Zip	Country
Home phone	Work phone	Cell phone	
Indicate if this is a new address/phone <input type="checkbox"/>			
Academic program			
Registration term			

Add class				Drop class			
Class#	Subject and course#	Section	Credits	Class#	Subject and course#	Section	Credits

By authorizing a registration or by dropping and/or adding or withdrawing or being dismissed from the courses I registered for this semester, I agree to be charged in accordance with the schedule set forth in Leighton's online catalogs and Student Handbook with respect to payment of tuition and fees, refunds, dropping and adding courses, and, withdrawal and dismissal policies and procedures. I agree to be bound by this registration form and abide by Leighton University's rules and regulations set forth in Leighton's catalog and Student Handbook. I agree to pay my debt to Leighton for any amounts due for tuition and fees and other charges. If my charges are not paid when due, I agree to pay Leighton all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if Leighton University engages a collection agency to collect payment; legal fees of 33.3 percent of the principal amount due if Leighton engages legal counsel to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due Leighton. I understand my obligation to pay these additional fees and costs associated with the collection of my delinquent account.

Student's Signature	Date
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Use the Sign tool in the Acrobat toolbar to sign the form.

Important Information for Academic Advisors

1. Advisors must release registration holds on your My.Leighton before the student can register.
2. The chairperson of the course must complete the reverse side of this form to add the student to a closed class, waive a prerequisite, or override class consent and add the approval in Leighton Class Permissions on My.Leighton Connect.
3. The chairperson of the student's major must complete the reverse side of this form to approve an Associate's program major to register in an Upper Level [300/400] course.

Advisor's printed name	
Advisor's signature	Date

Use the Sign tool in the Acrobat toolbar to sign the form.

Student Information

Student ID

Last name

First name

Chairperson's Approval for Registration Exceptions

Use the following letter codes to approve registration in a course (include all that apply).

A – Add student to closed class, waive a prerequisite, or override class consent. Closed online classes require a different form.

B – Approve a graduate student to register in an undergraduate course.

C – Approve an Associate's degree program student to register in 300/400 level course. Apply the 300/400 course to the undergraduate degree requirements.

Process the applicable course substitutions as follows:

Alternate course _____ in lieu of required course _____

Alternate course _____ in lieu of required course _____

F – Approve the student to register in courses not applicable to the student's major. Process the course substitutions as follows:

Alternate course _____ in lieu of required course _____

Alternate course _____ in lieu of required course _____

Subject and course#	Section	Letter code	Explanation

Chairperson's printed name

Chairperson's signature

Date

Student's signature

Date

Use the Sign tool in the Acrobat toolbar to sign the form.

Send to registrar@leighton-edu.us

This form must be sent from a Leighton University address [e.g. xxxxx@leighton-edu.us]. Forms originating from non-Leighton University email address will be returned.