

**Biola University, Office of the Registrar
ADD/DROP REQUEST FORM (\$5 FEE)**

- Fall 20_____
- Interterm
- Spring
- Summer

DATE RECEIVED _____

LAST NAME _____ FIRST NAME _____ MI _____

STUDENT ID# _____ MAJOR CODE _____ PHONE/EXT _____

| |
|---|
| SPECIAL COURSE BEGIN DATE: _____ <input type="checkbox"/> Seminar <input type="checkbox"/> Saturday course <input type="checkbox"/> 7-Wk course |
|---|

FI INTERNATIONAL STUDENT? Yes No **VA STUDENT?** Yes No

| ADD + DROP - | CALL# | COURSE KEY & SECTION # | COURSE TITLE | UNITS | Indicate if Repeat of Audit | SIGNATURE IF REQUIRED |
|-----------------|-------|---------------------------|--------------|-------|--------------------------------|-----------------------|
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***CHANGE IN UNIT LOAD:** FROM _____ TO _____ UNITS

(Sign here to charge fee to account)

***NOTE:** *If dropping down to zero (0) units, a Departure Form Must be submitted. In increasing unit load to 19 units or more, Registrar's approval is required.*

Office Use Only

| | |
|--------------------|---|
| Processed by _____ | <input type="checkbox"/> Paid Fee \$_____ |
| Date _____ | <input type="checkbox"/> Bill Fee \$_____ |

Mail or deliver this form to:
Biola University
Office of the Registrar
13800 Biola Ave
La Mirada CA 90639
(562) 903-4820
(562)903-4896 (Fax)