

Office of the Registrar
 45 S. National Ave.
 Fond du Lac, WI 54935
 (920) 923-7618 (920) 926-6708 Fax
registraroffice@marianuniversity.edu



COURSE DROP FORM

Questions? Call: 1-800-262-7426, ext. 7618

STUDENT INFORMATION			
Name: _____ Last First Middle (Previous/Maiden)	Student ID Number: _____		
Address: _____	Term (circle one): FALL SPRING		
City/State/Zip: _____	SUMMER WINTERIM		
Primary Phone: _____	Year: _____		
Work Phone: _____	Cell Phone: _____ (used for Emergency Contact Information)		
Email: _____			

COURSE ID	SECTION	COURSE TITLE	START DATE	END DATE	CREDITS	Office Use Only		
						Action	Initial	Session

Student Signature: _____ Date: _____
 (Required)

- All students who are registered and unable to attend a course are responsible to drop the course **prior** to the start date (100% refund/no notation on transcript).
- Students who do not drop themselves from the course prior to the first class meeting (no show) and are administratively dropped by the instructor of the course will be assessed a 10% penalty and have a WD notation on their transcript.
- Students should refer to the University's Refund Policy in the Academic Bulletin for specific policies governing withdrawing from courses after the start date.
- Students who receive federal financial aid funding should check with the Office of Financial Aid when any changes are made in course registration for the semester.
- The drop date shall be the date upon which the Office of the Registrar receives the Course Drop form.
- To drop a class, students may do so in one of the following ways:
 1. Through your SabreNet account: <https://selfservice.marianuniversity.edu/SelfService/Home.aspx>
 2. By scanning and then emailing the Course Drop form to: registraroffice@marianuniversity.edu
 Course Drop forms are available on the following Web Page: <http://www.marianuniversity.edu/interior.aspx?id=279>
 3. By faxing the Course Drop form directly to the Office of the Registrar: (920) 926-6708
 4. By mailing the Course Drop form to the address at top of form.
 5. In person at the Marian One Stop in Fond du Lac (8:00 a.m. – 4:30 p.m. Monday thru Friday)

FOR OFFICE USE ONLY: Student ID # _____ Date Received: _____ Processed by: _____ Date: _____			
Course Drop/Withdrawal processed and student's enrolled credits changed from _____ credits to _____ credits. (if zero credits – also process a Request to Withdraw from University form)			
If the dropped or WD, WF'ed course(s) had a repeat flag: Repeat Flag(s) removed <input type="checkbox"/>			
Grades of WD/WF:	Full/Part Status has not changed <input type="checkbox"/>	*OR*	
	Manually update the students Full/Part status to: <input type="checkbox"/> Half-Time <input type="checkbox"/> Less than Half-Time		
	All Sessions (update 1 st) / Rollups (update 2 nd) manually updated in PowerCAMPUS <input type="checkbox"/>		
	If Less than Half-Time – Nat. Student Clearinghouse Notified: <input type="checkbox"/> Date: _____		
1. Hard Copy Sent to:	Financial Aid <input type="checkbox"/>	Business Office <input type="checkbox"/>	Refund/Charge Incurred: _____
2. Email Notification sent to:	Student <input type="checkbox"/>	Advisor <input type="checkbox"/>	* all fields above must be accurately filled in* Revised: 5/10/12