

# The University of Texas—Houston

## Add-Drop/Withdrawal/Audit Form

Name: 

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 Last, 

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 First, 

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 MI

Student Number: 

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 School: 

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 Term: 

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Add	Subject	Catalog No.	Section	Title	Credit Hours	Action			Instructor's Signature
						Re-take	Audit	Add	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Student is withdrawing from the institution:  Yes  No If Yes, SCHOOL must enter last date of attendance below.  
 I understand that 100% refunds are not issued after the first class day even if a student's specific classes start after that day. I understand that if I am on a payment plan, I am still responsible for the original tuition and fee charges and that even if I resign during a refund period, I may still have future payments due on my plan.

Drop/Withdrawal	Subject	Catalog No.	Section	Title	Credit Hours	Undergrad 6-Drop	Grade	Instructor's Signature
							<input type="checkbox"/> Counts <input type="checkbox"/> Exempt	
						<input type="checkbox"/> Counts <input type="checkbox"/> Exempt		
						<input type="checkbox"/> Counts <input type="checkbox"/> Exempt		
						<input type="checkbox"/> Counts <input type="checkbox"/> Exempt		

For Withdrawal, SCHOOL enters the last day of class attendance (mm/dd/yyyy)? \_\_\_\_\_

Applicable Grades:

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean/Student Affairs \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

International Affairs \_\_\_\_\_ Date \_\_\_\_\_  
 (Not required for U.S. Citizens or U.S. Permanent Residents)

- W, WF—SON, MDA-SHP
- WP, WF—SOD Adv Ed, GSBS
- W—SPH, SBMI, SOD DHy

**Students: PLEASE BRING SIGNED COPY TO THE OFFICE OF THE REGISTRAR, UCT 2250  
 SAO's: Please fax or send as email attachment to the Registrar's Office**