REQUEST TO DROP A COURSE DUE TO A HOLD

BUFFALO STATE, REGISTRAR'S OFFICE, MOOT HALL 210

With online registration, a request to drop a course should be unnecessary. You are required to resolve all holds prior to registration. Please be reminded that holds prevent all registration-related activity, including drop/add.

Please submit this completed and signed request to the Registrar's Office in Moot Hall 210 by the established drop/add deadline for the semester.

STUDENT INFORMATION- COMPLETE AS DIRECTED:

PRINT NAME: _____

Last First M

BANNER ID# **B** _____ _____ _____ _____ _____ _____ _____ _____

STUDENT LEVEL (check one) Undergraduate w/major _____ Undergraduate non-degree _____ Graduate w/major _____ Graduate non-degree _____

LOCAL ADDDRESS _____

Street City State Zip Code

MAJOR_____ TELEPHONE # _____ _____

Day Evening

I request to **DROP** the following course for (check one and denote year):

_____ January Term _____ Spring _____ Summer _____ Fall

CRN # _____ **CATALOG #** _____ **COURSE TITLE**_____

What department has placed a hold on your account? _____

Have you attempted to resolve your hold ___ **YES** ___ **NO If yes, when?** _____

STUDENT: Complete all information above and sign before submitting. **YOUR REQUEST WILL NOT BE PROCESSED IF INFORMATION IS MISSING**. Your request will be processed and a record of this drop request will be placed in your permanent file. Repeated drop requests will result in referral to your dean. You are required to resolve all holds prior to registration. I have read and understand this form.

STUDENT SIGNATURE: _____ **DATE:** _____

STUDENT SUBMITS SIGNED REQUEST TO REGISTRAR'S OFFICE in MOOT HALL 210 by the established drop/add deadline for the semester

DROP/ADD DEADLINES BY SEMESTER

Detailed information can be found online at http://registrar.buffalostate.edu/courses.