

# LIU High School Scholars Program

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[liu.edu/post/hsscholars](http://liu.edu/post/hsscholars)

## DROP and/or ADD Form

**ALL INFORMATION MUST BE COMPLETED TO PROCESS THE REQUEST TO DROP AND/OR ADD A COURSE.**

*All requests to drop or add a course (only if you are already registered) must be received in the Early Collegiate Program office BEFORE the drop date ~ **NOVEMBER 15** for fall semester and full year courses, **APRIL 15** for spring semester courses. After these dates: **NO DROPS ARE PROCESSED & NO REFUNDS ARE MADE.** Students will remain registered for the course, receive a grade, and be responsible for the **FULL TUITION.***

**S.C.A.L.E./A.C.E. Office Use ONLY**

Received: \_\_\_/\_\_\_/\_\_\_

Drop and/or Add processed:    Y    N

Initial: \_\_\_\_\_

EMPL ID: \_\_\_\_\_

### Student Information:

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Name: \_\_\_\_\_  
 OR Student ID Number \_\_\_\_\_ Last First MI

Home Address: \_\_\_\_\_  
 Number and Street Town State Zip

Home Telephone: \_\_\_\_\_ High School: \_\_\_\_\_

Please include all courses you wish to **DROP** in the box below

<u>Semester &amp; Year</u>	<u>Course</u>	<u>Reason For Drop</u>

Please include all courses you wish to **ADD** in the box below

<u>Semester &amp; Year</u>	<u>Course</u>	<u>Credits</u>	<u>SCALE/ACE Office use ONLY</u>

Signature of Student: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of School Agent: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Please keep a copy for your records as proof of change to registration.**