

## **CAPP Instructions for Completing Add/Drop Card**

An Add/Drop Card is needed to drop a course prior to the drop deadline, while remaining in other CAPP courses that term. If you are only taking one CAPP course, and you wish to drop that course, you must submit a Term Withdrawal Form. You may drop courses prior to the designated drop deadline for any reason, and will not be required to pay tuition.

Please carefully follow the instructions below when completing the Add/Drop Card. If you submit a form with incorrect or incomplete information, you may be asked to resubmit the form.

### **Instructions for completing Add/Drop Card**

*The form should be completed by hand, using blue or black ink. Pencil or other colored ink will not be accepted.*

1. Clearly print your last and first name, as you provided on your admission application.
2. Optional: write your UW Oshkosh campus email address, if known
3. Write your UWO ID number. This number is not the same as your high school ID number. A UWO ID number is 7 digits long, beginning with 0.
4. Select the term and year that the course began.
5. Select “Drop”
6. Fill in the information for the course you are dropping.
  - a. The image below shows how courses are listed on your TitanWeb page. This information is also labeled on your MyUWO Portal. Use this image to help you accurately complete the course information portion of the form.



7. Sign the form and give it to your instructor to sign as well, before sending it to the CAPP Office.
8. The completed form must be received by the CAPP Office by the designated drop deadline.

**UNIVERSITY OF WISCONSIN OSHKOSH  
ADD/DROP**

<b>SEMESTER</b> Fall 20__ Spring 20__ Summer 20__
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Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Student ID # \_\_\_\_\_

<b>A=Add D=Drop</b>	Subject Area	Catalog #	Sect #	Session	Credit Value	Titan Web # 5-digit	Instructor/Chair/Grad Coordinator  Signature	Date of Signature	Reason for Add (see chart below)
<i>Example</i>	<i>MATH</i>	<i>110</i>	<i>001</i>	<i>14 wk</i>	<i>4 cr</i>	<i>60598</i>	Instructor/Chair/Grad Coordinator  <i>Signature</i>	<i>9/8/19</i>	<i>L</i>

*I give permission to University Authorities, to add and/or drop the above class(es). I have agreed to the terms and conditions statement in Titan Web and understand I am responsible for all tuition and fees that apply to my enrollment, regardless of my actual class attendance. Furthermore, I agree to pay all collection expenses, including reasonable attorney's fees, which the University may incur if I do not fulfill my payment obligations and accept responsibility for compliance with University policies regarding payment deadlines.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form to Registrar's Office

\*STUDENT - PLEASE HAVE DEPARTMENT ASSIST WITH THIS CODING ON CARD\*

<p><b>A = Audit</b> (student enrolls in degree course without earning university credit) <b>Instructor signature required.</b>  <b>W = Waive Pre-Requisite</b> (student has consent to enroll) <b>Instructor Signature required</b>  <b>O = Override Enrollment Limit</b> (student has permission to enroll in closed class) <b>Instructor Signature required</b>  <b>L = Late Add</b> (enroll <u>after the 5th day</u> of classes) <b>Instructor Signature required</b>  <b>T = Time Conflict</b> Signature from <b><u>BOTH</u></b> instructors required</p>
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Enrolled by \_\_\_\_\_ Date enrolled \_\_\_\_\_

(signature/printed name)

**Notes:**