

## ADD/DROP FORM

**IMPORTANT:** Students wishing to drop ALL courses in a term/semester must submit a [Withdrawal Form](#) or they will be dismissed by the Registrar's Office per the Continuous Enrollment policy note in the Academic Catalog.

By requesting registration changes, you accept responsibility for any resulting tuition, fees, or impact to your Financial Aid eligibility. Please consult the catalog to review all registration policies and tuition refund schedule. Courses may not be added after the Add/Drop Deadline. Courses dropped after the Add/Drop Deadline are not eligible for a full refund and will result a "W" or "WX" grade. Submit the COMPLETED form to The Registrar's Office.

Important Note: No changes to Academic Recovery Plans (ARPs) are permitted. If courses noted on the ARP are cancelled or not offered, please inform the Registrar's Office prior to submitting/processing the Add/Drop form.

Effective July 1, 2026, a reduction below full-time enrollment status will affect your eligibility for Federal Loans. Under the updated regulations, Federal Loans will be subject to proration, which may result in a balance owed to the Institution. We strongly encourage you to contact the Financial Aid Office to discuss how a change in your enrollment status may impact your loan eligibility.

| SECTION I: STUDENT ACKNOWLEDGEMENT (To be completed by the student) |       |
|---|-------|
| Student Signature:  | Date: |

| SECTION II: STUDENT INFORMATION (To be completed by the student) |                      |                  |
|--|----------------------|------------------|
| Name:  | Student ID #:        |                  |
| PO Email:  | Phone:               | Faculty Advisor: |
| Current Academic Program:  |                      |                  |
| Degree Level (Select):   | Discipline (Select): |                  |

| SECTION III: ADD/DROP (To be completed by the student) |      |   |                                 |                               |             |            |       |
|--|------|---|---------------------------------|-------------------------------|-------------|------------|-------|
| Add  | Drop | Term/Year<br>(Ex: Fall, Fall<br>1/2025) | Class<br>Code<br>(Ex:<br>HD500) | Section #<br>(Ex:<br>ONL, 1P) | Class Title | Instructor | Units |
|  |      |   |                                 |                               |             |            |       |
|  |      |   |                                 |                               |             |            |       |
|  |      |   |                                 |                               |             |            |       |
|  |      |   |                                 |                               |             |            |       |

| SECTION IV: APPROVAL   |       |
|--|-------|
| Approval by the Academic Chair is required for late add and/or over a pre-/co-requisite hold. Please obtain approval prior to submitting it to the Registrar's Office. |       |
| Academic Chair Signature:  | Date: |



## OFFICE OF THE REGISTRAR

45 Eureka St., Pasadena, CA 91103

TEL 626.529.8076

RegistrarOffice@pacificoaks.edu

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| <b>SECTION V: PROCESSING</b> (To be completed by the Registrar's Office and Financial Aid) |                                |                                   |
|--|--------------------------------|-----------------------------------|
| Date Received:   | Date Processed:                | Unregistered<br>Dropped           |
| Registrar Date & initials:   | Financial Aid Date & Initials: | Student Accounts Date & Initials: |
| Comments:  |                                |                                   |