



Add/Drop Form

****Please note, areas in RED text are required fields. Any information left blank may delay processing of this form.**

I am a: Full Time Student Part Time Student Graduate Student					Term:				
Name:				Student ID #:		Telephone Number:			
Home Address:									
Courses Added					Courses Dropped				
Course #	Section	Title	Credits	Instructor	Course #	Section	Title	Credits	Instructor
Advisor's Signature:					Date:				
I agree to abide by the rules & regulations of Centenary University as stated in the catalog and on the back (or 2nd page) of this form.*All changes to your schedule must be done on an Add/Drop form in the Registrar's Office.									
Student Signature:					Date:				
<u>SEE REFUND POLICY ON BACK OF THIS FORM</u>									

Revised: 08.19.2021. Property of Centenary University of New Jersey, 400 Jefferson Street, Hackettstown, NJ 07840-(908)852-1400

email: registrar@centenaryuniversity.edu

Please "Print to PDF" to save the form before sending to the Registrar's Office. Sending a blank form will results in a delay in processing your form.

REFUND POLICY

For detailed information contact the Bursar's Office or go to: <http://www.centenaryuniversity.edu/admission-aid/tuition-and-billing/bursar-office/refund-policies/>

Traditional Undergraduate and Graduate Program Students - Fall, Spring and Summer Semesters* Credit for Semester Charges will be made in accordance with the following schedule:*

Withdrawal Prior to the 1st day the Semester	100%
Withdrawal During the 1st 5 days of Add/Drop and Late Registration	100%
Withdrawal After Add/Drop and Late Registration	0%

*The date used to calculate the specific period of enrollment shall be the date on which the student notifies the University, as stated above, of his/her intent to withdraw or take a leave of absence from the University or a course. Withdrawals will be made in accordance with any federal and/or state loan or grant program regulations.