



# Drop/Add Form

Office of the Registrar • ENMU Station 5 • 1500 S. Ave. K  
Portales, NM 88130 • Fax: 575-562-2566

www.enmu.edu

Use ball point pen—press firmly

Date \_\_\_\_\_

- I am an athlete.** (Your eligibility may be affected if you drop below full-time.)
- I am receiving financial aid** (Your financial aid may be affected if you drop below fulltime.)
- I am currently receiving veteran's benefits** (Please let your certifying official know if there are any mitigating circumstances that could prevent an overpayment.)

**Notice: Veterans, athletes, social security, financial aid students:** Your status may be adversely affected if you drop below a full load. You may wish to discuss this with the appropriate official before you process your change of registration.

ENMU ID or SSN: \_\_\_\_\_

Student's name: \_\_\_\_\_  
Last First Middle initial

Local address: \_\_\_\_\_  
Street City State ZIP

Home phone: \_\_\_\_\_ Classification: \_\_\_\_\_

**Instructions:** If the class has reached its maximum seating capacity, you must have the instructor's approval to add that class. If you wish to audit a class, place "NC" in the credit hours column.

### Add

CRN Code	Course Abbreviation	Course Number	Section Number	Credit Hours	Days	Time	Instructor's Approval	Dean's Approval

### Drop

CRN Code	Course Abbreviation	Course Number	Section Number	Credit Hours

Enter number of hours originally enrolled for: \_\_\_\_\_

Enter total number of hours enrolled for after all changes: \_\_\_\_\_

Student's signature \_\_\_\_\_

**Note:** 19 or more hours requires dean's overload approval:

Dean's signature \_\_\_\_\_

Clerk's initials \_\_\_\_\_