School of HEALING ARTS

COURSE ADD/ DROP FORM

Student Name _____ Signature _____

Date Submitted_____ Phone # _____

Student ID # _____

Students agree to the following:

- Pre-registration is required for all courses you take at the School of Healing Arts. Students are **required to register 2 days prior to the start of the course**. **Students that register after this period will be charged a $10 late registration fee.**
- If you are signing up for a class that has a material fee, your payment is due to the instructor on the first day of class.
- Course confirmations are not given out unless requested. Confirmations are given out as a courtesy – however, it is the student's responsibility to keep track of courses they have registered for.
- There are a limited amount of spaces in each course. If you sign up for a class that is full, you will be placed on a waitlist in order of registration for that course and be notified.
- Students who register for a course and fail to attend without dropping the course by the first day of class will be **charged a $30 "no show" fee.** In case of emergencies students may call the office to drop the course, please be sure to clearly leave your name, number, and the course you are dropping.

ADD/DROP	COURSE TITLE	CLASS CODE / SECTION	DATES	# OF HOURS