



Office of the Registrar
Admin Bldg 4-403
Office 318.675.5205
Fax 318.675.4758
registrar@lsuhs.edu

MSIV DROP/ADD REQUEST FORM

FULL NAME:

STUDENT ID #:

Signature of Student:
(Not required if sending by email)

Date Submitted:

MS IV Students: Approval for drop/adds are required from the course director or their appointed designee for both the drop course and the add course. Approvals may be submitted to the Registrar via email (registrar@lsuhs.edu) with Drop/Add form attached. **Your schedule will not be adjusted until appropriate approval has been received.** Students may view availability of slots in the PeopleSoft Course Catalog in the Academic Self Service portal found at <http://academicselfservice.lsuhs.edu>.

The drop/add deadline is 30 days before the course official start date.
There are no retroactive schedule changes.

Drop/Add	Course Code	Course Title	Class number	Block #	Dept Signature

OFFICE USE ONLY: Processed: _____ Notified: _____ Misc info: _____