Boston University School of Public Health  
ADD/DROP Request Form

Use this form to add a class after the semester has started or to obtain ISSO approval to drop a class. Please note that faculty signature is required to add a class once the semester has started. Students may drop classes on the Student Link. Faculty signature is not required to drop a class. Students use the Practicum Registration Form to add a practicum. Please print all the information requested below, sign, and date the form and return it to the SPH Registrar’s Office. Students may scan and e-mail, fax (617) 638-5060, drop off the form in person, or mail to SPH Registrar’s Office, 715 Albany Street, Talbot 210C, Boston, MA 02118.

Semester (Circle one): Fall Spring Summer I Summer II Year: _____

Student Name: ________________________, ______________________ BUID U_______ / ______ / ______ / ______ / ______ / ______ / ______ / ______

DOB: MM/DD/YY

E-Mail Address:__________________________________________ Projected Graduation Date: ☐January ☐May ☐September Year:_____

Cell Phone: (______) - _______ - ___________ If no cell phone, enter landline number: (______) - _______ - ___________

I am a:
☐ School of Public Health Degree Candidate: ☐MPH ☐MS ☐PhD

Concentration/Department: ☐BS ☐EH ☐EP ☐HPM or Health Services Research ☐GH ☐LW ☐MCH ☐SB

Dual Degree Student: ☐MS/MPH ☐MD/MPH ☐MSW/MPH ☐MBA/MPH ☐JD/MPH ☐BS/MPH ☐BA/MPH

☐ Student at another Boston University School or College (degree and program):__________________________________________

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<thead>
<tr>
<th>STATUS (OFFICE ONLY)</th>
<th>CIRCLE ACTION TO BE DONE</th>
<th>COLLEGE OF COURSE (SPH)</th>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>CREDIT HOURS</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
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<td>ADD DROP</td>
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INSTRUCTOR SIGNATURE REQUIRED TO ADD A COURSE AFTER SEMESTER HAS BEGUN OR TO CHANGE A COURSE TO AUDIT STATUS WITHIN FIRST SIX WEEKS OF SEMESTER.

IMPORTANT: How many credits will you have after changes? How will it impact your student account? If you are presently receiving financial aid and/or are presently deferring past loans, check with OSFS at 617-638-5130 to ensure the above indicated changes will not impact your financial aid or potential loan deferment. Note that part time status is 1-11 credits and full time status is 12-18 credits. Mandatory health insurance is added to the account of any student registered for 9 or more credits at any point in the semester. You may not be able to waive the charge if the semester waiver date has passed. Check the Boston University Student Accounting Services web page for more information.

STUDENT SIGNATURE: ______________________________________ DATE: ___________