



# Class Add/Drop Form

River Impact University  
4675 Portland Rd NE, Suite 190  
Salem, OR 97305

Term \_\_\_\_\_

Year \_\_\_\_\_

Print Name \_\_\_\_\_

Student ID# \_\_\_\_\_ Phone \_\_\_\_\_

Course of Study    \_\_\_ Ministry    \_\_\_ Worship    \_\_\_ Government    \_\_\_ Business    \_\_\_ Undetermined

## To Add Class(es)

*NOTE: Classes cannot be added after the 4th week of the term.*

1. Make an appointment with your Academic Advisor.
2. Bring this form filled out and signed by you.
3. At your appointment an updated payment plan will be addressed. The additional class(es) may increase the tuition due; it is the student's responsibility to follow-up with the payment in the financial office. Please show up to the next available class you added.
4. Your academic advisor shall inform these changes via email to all class instructors noted at the bottom of this form, as well as the financial office and Moodle tech.

## To Drop Class(es):

1. After the 4th week, see Add/Drop Policies & Procedures for details.
2. Dropped classes will not appear on transcripts if dropped within the first 14 days of class (an Add/Drop Form completion is required).

## Refund Policy:

If a student desires to drop any class, he/she must initiate the appropriate process through the Office of Student Administrative Services. See Refund Policy details in the Student Handbook.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Add/ Drop	Class Name	AR/R/E	Instructor's Acknowledgement	Date	Instructor Notes (pass/fail for drop)

**Back Office Use Only**

1. At appointment submit this form and update payment plan.
2. Inform changes via email to all class instructors noted at the bottom of this form.
3. Notify the financial office and Moodle tech via email from advisory email.
4. All emails should be "Reply All".
5. The additional class(es) may increase the tuition due; it is the student's responsibility to follow-up with the payment in the financial office.
6. The financial office will confirm the record of fiscal changes and/or payments made before Moodle tech will enroll you in the new class.
7. The student should show up to the next available class.

<b>Checklist</b>	<b>Staff Person Responsible</b>	<b>Confirm Tasks Done</b>
<b>consult</b>	<b>Academic Advisor</b>	
<b>email</b>	<b>Financial Office</b>	
<b>email</b>	<b>Moodle Tech</b>	
<b>email</b>	<b>Class Instructor(s)</b>	
<b>filed</b>	<b>RIU Admin Office</b>	

Academic Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Sign only when all tasks are completed and the document returned to the student file.*