

COURSE REQUEST — ADD / DROP

Use this form to make registration changes during the add/drop period for each part of term. Adding a course between the 6th day of the full term and the 15th day (inclusive) requires the instructor's signature as well as the Dean or designee from the **student's college office**. Add/drop dates will be prorated for summer and parts of term less than the full semester.

I understand that my failure to meet my financial obligations with the University of Toledo may result in the Registration Cancellation process (classes dropped). I understand that **if I elect NOT to attend The University of Toledo** and subsequently **fail to drop/withdraw** myself from all the courses I selected by the dates identified at http://www.utoledo.edu/offices/registrar/registration_dates.html, I will be assessed a **non-refundable administrative fee of \$500.00** once my non-attendance has been verified and an administrative drop is processed.

I further agree to pay any fees, fines, or penalties added to my student account, **as outlined in the finance brochure at http://www.utoledo.edu/offices/treasurer/finance_brochures.html**, which are related to my attendance at The University of Toledo during this period, including but not limited to: parking fees or fines, legal services, telephone services, medical expenses, health insurance, or other University charges. I understand that failure to pay by the appropriate due date may result in the University filing an unfavorable report with credit bureaus or forwarding my account to the Ohio Attorney General's Office for collection.

I authorize the University of Toledo and its respective agents and contractors to contact me regarding my student account and any other financial obligation to the University of Toledo at the current or any future number that I provide for cellular or other wireless device using automated dialing equipment or artificial prerecorded voice or text messages.