



# Add/Drop/Withdrawal Form

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

Term \_\_\_\_\_ Year \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

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

Course of Study Ministry Worship Government Business Undetermined

**Changing Status (Credit or Enrichment)** Changes may be done only within the first 15 business days without financial and grade adjustments. See Refund Policy details in the Student Handbook.

## Add Class(es)

1. Make an appointment with your academic advisor.
2. Bring to the appointment this form filled out and signed by you.
3. At your appointment, a new registration card and updated payment plan will be addressed.
4. NOTE: Classes cannot be added after the 4th week of the term.

## Drop Class(es):

1. Make appointment with your academic advisor.
2. Bring to the appointment this form filled out and signed by you.
3. NOTE: Classes will be recorded on transcripts when dropped after the first 15 business days of the term.
4. Additional information on the policies and procedures for dropping after the fourth week are printed in the Student Handbook. Please, review these details prior to your appointment.

## Withdraw from RIU for the semester or entirely:

1. Make an appointment with your academic advisor.
2. List all currently enrolled classes below and sign by you.
3. Bring this form to your appointment.

Status Change	Class Name	AR/R/E	Instructor's name

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

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

*Advisor's signature acknowledges the student's desired changes. Advisor's signature on page two indicates all parties have been notified and information has been added to the student file.*

# Add/Drop/Withdrawal Form

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

## Official Back Office Use Only

### Academic Advisor's Instructions:

1. The following parties need to be informed and tasks need to be completed so the student's add, drop or withdrawal is finalized. You will oversee these parties' communications and tasks.
2. Send out the initial change of status to all parties to include the RIU Admin Team and Instructors listed below.
3. Attach a scanned copy of page one.
4. Have all parties respond with "reply all" in their emails.

Tasks	Involved Parties	Mode of communication	Date Completed	Reply/Received	Date
Notification Email	Financial Office	<input type="checkbox"/> email			
	Moodle Tech	<input type="checkbox"/> email			
	Class Instructor(s)	<input type="checkbox"/> email			
(pass/fail for drop)					

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

*Advisor signs only when all tasks are completed and document is added to the student file.*