BOSTON ARCHITECTURAL COLLEGE

ADD/ DROP

Changes to a student's academic schedule may only be requested during the published Add/Drop periods. The dates for these periods are published annually on the BAC's academic calendar. Once a class has begun, requests for course additions will be permitted through the first week, while requests to drop a course will be accepted through the end of the second week.

Completed Add/Drop forms must be received by the Registrar's Office by the published deadlines in order to be reviewed. Students adding courses may be subject to additional tuition charges, and should reference the published tuition and fees information on the BAC's website. Degree students dropping below half-time enrollment status are required to consult with both the Financial Aid Office as well as the Bursar's Office.

Student Information

Student Name _____
First Middle Last

Address _____
Street City State Zip Code

Preferred Email _____ Preferred Phone # _____

Degree Program _____ BAC ID # _____

Are you an International Student (please circle)* Yes:☐ N:☐

**International students are required to meet with an International Student Advisor prior to making schedule changes.*

Semester you are requesting Add/Drop *(*Check One): Spring:☐ Summer☐ Fall☐

Please enter the total number of academic credits scheduled prior to making these changes: _____ Credits

Course Add

Course ID	Section Letter	Course Title	Credit Count	Day/ Time

Course Drop

Course ID	Section Letter	Course Title	Credit Count	Day/ Time

Please enter the total number of academic credits scheduled after making these changes: _____ Credits

Student Signature _____ Date_____

International Student Advisor _____ Date_____

Office Use Only:

Rec. Date:	Registrar Signature:	Bursar Signature:	F.A. Signature

Registrar's Office | Boston Architectural College | 320 Newbury Street Boston, MA 02115
Phone: 617.585.0135 Email: registrar@the-bac.edu