



# SPS Add/Drop Form

Student Name (Last, First)		Student ID Number (0123456)		
Email (Vanguard email only)		Phone (123) 456-7890		
Term		Date		
Add or Drop		Class Start Date	Class End Date	Course Number
Add      Drop				
Section	Course Title		Number of Units	Adjusted Total Units
Add or Drop		Class Start Date	Class End Date	Course Number
Add      Drop				
Section	Course Title		Number of Units	Adjusted Total Units
Add or Drop		Class Start Date	Class End Date	Course Number
Add      Drop				
Section	Course Title		Number of Units	Adjusted Total Units
Student Signature		Date	PS Signature	Date

[For more information about how to create a digital signature, click here](#)

For office use only | Comments & Remarks

Date received: \_\_\_\_\_

Date entered: \_\_\_\_\_

Last Date of Attendance \_\_\_\_\_

Auto Drop Verified By \_\_\_\_\_

