

Add/Drop Card

(If withdrawing from all or last course, please use the Online
Withdrawal Form available on the PAWS Student Service tab.)

911-

GCID

Last Name

First Name

Phone

	CRN	Subject	Course #	Sec. #	Instructor Signature Required to add courses after the add deadline	Date	Department Chair Required to add courses after the add deadline	Date
ADD								
DROP					Instructor signature not required to drop courses. Courses may also be dropped online in PAWS through the last day to drop with a W.		Department chair signature not required to drop courses. <u>Unless it's a Lab OR Lecture (not both) or</u> <u>you are given an override for a lab or lecture drop</u>	

****All overrides must be entered by department****

Advisor Signature (only if advisor hold exists)

Date

By signing this form, I agree to pay all student balances by the payment deadlines set forth by the Office of Student Accounts. I agree to reimburse Georgia College the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, all costs and expenses, including attorney's fees and court costs incurred in such collection efforts for failure to pay account balances.

Student Signature

Date

Revised 10/2025

To complete this process return
card to Registrar's Office Parks
Hall, Rm 103
CBX 069
Email: Registrar@GCSU.edu
Fax: (478) 445-8535