



Xavier University of Louisiana
Registrar's Office
1 Drexel Dr., Room 630
New Orleans, L A 70125
(504) 520-6790(office); (504) 520-7922(fax)

SUMMER USE ONLY

Date: _____

To: Xavier University of LA – Registrar's Office

Ref: On-line Course - Drop Form

I, _____, ID # _____ am requesting
Print Student Name Student ID Number

that my enrollment for **Semester/Term:** _____ is immediately dropped.

Please complete the following information:

CRN and Course Number: _____
CRN Subject and Course Number

Course Title: _____

Student Phone #: _____ **Student Cell #:** _____

Student Email Address: _____

Student Signature: _____

There is a **\$10.00** fee to drop the course. Using your Banner Web account, please make your payment online and print the confirmation page that verifies an on-line payment for the **Add/Drop Fee** was processed.

Once the payment has been made, please email astuard@xula.edu, rsanche1@xula.edu, tcdavis@xula.edu and, [your instructor](#), this form and payment confirmation page. You may also submit this information via fax to 504-520-7922 Attention: Mrs. Stuard or Ms. Sanchez.

If payment is not received, we cannot process your request.