



## Registration Drop/Add Form

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Activity:  
 Registration: \_\_\_\_\_ Drop/Add: \_\_\_\_\_ Late Add: \_\_\_\_\_ Late Drop: \_\_\_\_\_

Schedule Number	Add Courses			Drop Courses			
	Course Abbrev	Course Number	Section	Credit	Course Abbrev	Course Number	Section

Academic Period:  
 \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year: \_\_\_\_\_ Campus: \_\_\_\_\_

- Students should consult with their academic advisor before making any course changes.
- Dates for the regular course drop/add period can be found on the Academic Calendar located on the Registrar's home page.
- Late course adds and late course registration are those processed after the regular drop/add period end for the semester. The late course drop period starts after the drop/add period ends and continues to the published late drop deadline. These time frames are proportional for other than fifteen week calendars.
- Section changes can be done through the end of the twelfth week of classes at the department offering the course.
- Students are expected to register before classes begin. Registering late will incur additional fees.
- Starting with the first day of the semester, the semester bill must be paid before any course add can be processed.

**Add credits beyond the 19 credit limit:** Take this form to the department offering the course for processing.  
 Student's academic adviser: \_\_\_\_\_ Date: \_\_\_\_\_  
 Graduate students must abide by the credit limits specified in the Graduate Degree Bulletin.

**Add a course that is departmentally controlled, or add a course that is full:** Take this form to the department offering the course for processing.  
 Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**To register and add a course after the drop/add period ends:** Take this form to either your department or to the Registrar's Office for processing.  
 Student's academic adviser: \_\_\_\_\_ Date: \_\_\_\_\_  
 Course Instructor Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
 If late adding more than one course, have instructors sign beside appropriate courses on the form.

**Late drop a course:** Take this form to your department, or to the Registrar's office for processing.  
 Student's academic adviser: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_