

UNDERGRADUATE

DROP/ADD PROCESS WITH REGISTRATION

DROP/ADD FORMS: (See Front of the Term Composite for Dates Needed for Signatures)

1. The student completes original drop/add form for course change(s).
2. The form is submitted to his/her dept. office for advisor or dept. chair approval and signature.
3. Required advisor, instructor and Dean's signatures are acquired as the composite calendar for the term dictates.
4. The student should take the drop/add form to the Registration Office to be processed if not over 17 credit hours (student must have completed 45 credit hours before the registration date). If over 17 credit hours, the Assistant Dean's signature is required.
5. Permission Classes (identified by "P" in the Remarks column on the composite require permission of the department chairperson or faculty assigned for that class before the beginning of the term. That is, PHL 103 closed course should be taken to the PHL Department for signature.
6. Closed classes require the Chairperson's signature of the department which the course is offered.
7. Change of Grading Option requires the advisor or dept. chair's signature on the drop/add form.
8. Check the current term composite or on-line for important dates each term: Last day for Adds, Course Changes, Section Changes, Late Registration; Last day to DROP without record; To drop during the drop with W period (W will be entered beside the class on your transcript and permanent academic record); After the final day – If any student wishes to drop after this date, it is an Exception and requires the approval of the Dean's Office who would then consult with the instructor.
9. The student may view their schedule on-line (WebAdvisor or DegreeWorks).