

**LATE REGISTRATION CHANGES (used only after DROP/ADD)**

----- this is not a Registration Override form -----

**Student Number** \_\_\_\_\_ **Name** \_\_\_\_\_ **Grad Class Year** \_\_\_\_\_

- **During** the initial drop/add period, the 1st week of fall or winter term or the 1st two days of spring term, registration changes must be made in WebAdvisor.
- **After** the initial drop/add period and during the term, each instructor's signature, adviser's signature, and an academic dean's approval is required. The fee is \$100.
- **Drop with record begins after the 2nd week of fall or winter term and after the 1st week of spring term.** At the drop-with-record deadline, students unregistered or with unapproved course loads less than full time are *withdrawn* retroactive to the beginning of the term. At this time, students must receive approval to submit a late drop/add from the Faculty Executive Committee. Transcripts will show W grade on all dropped courses. The fee is \$100 through the end of the term. After the last day of exams, the fee is \$200.

	<u>Term</u>	<u>Year</u>	<u>Subject</u>	<u>Course #</u>	<u>Sec #</u>	<u>Credit</u>	<u>Instructor/Dept Head Signature required for all below</u>
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**Courses to be dropped:**

Drop	F	W	S	20_____	_____	_____	_____	_____
Drop	F	W	S	20_____	_____	_____	_____	_____
Drop	F	W	S	20_____	_____	_____	_____	_____

**Courses to be added (check the prerequisites of the courses you are adding):**

Add	F	W	S	20_____	_____	_____	_____	_____
Add	F	W	S	20_____	_____	_____	_____	_____
Add	F	W	S	20_____	_____	_____	_____	_____

**Fall or Winter overload and underload:** A student must obtain an academic dean's approval (Dobin, Bell, Peppers, Straughan, or Rodocker) for 11 or 15-17 credits and Faculty EC approval (see Dean Peppers) to take 18 or more credits or fewer than 11 credits. **For spring term**, the course load is 4-5 credits with no underload or overload permitted.

**P.E. Courses after the initial drop/add week:** For 100- and 200-level P.E. courses, only the P.E. office approval is required on every drop and add (i.e., no adviser or dean signature necessary). Faculty EC action is required after the drop-with-record deadline.

**Minimum \$100 charge.**

Comment:

Adviser signature \_\_\_\_\_ Date \_\_\_\_\_  
 (not required if only changing sections of the exact same course, or for 100-200 level P.E. courses, or for non-credit labs)

Dean's signature or Faculty EC approval \_\_\_\_\_ Date \_\_\_\_\_  
 (Dean Peppers, Dobin, Bell, Straughan, or Rodocker)

New credit load approved \_\_\_\_\_