

DROP / ADD / REGISTRATION CHANGE FORM

- Use this form to add and/or drop courses and to make changes in section or grade option. This form can be used for multiple transactions.
- Courses of equal semester hour value can be "evenly exchanged" through the last date to add and must be submitted on one form.
- Observe calendar and procedures published in the pertinent semester **Schedule of Classes**.
- Secure required signatures as indicated below.
- Drops, adds and changes become effective on the date this form is accepted by the Office of the Registrar.
- Late actions are subject to approval by the student's college or school. Separate forms may be required for each late action.

OFFICE OF THE REGISTRAR

STUDENT NUMBER (Social Security Number)	CITIZENSHIP <input type="checkbox"/> U.S.A. <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> INTERNATIONAL STUDENT <input type="checkbox"/> VISA TYPE: _____ *	YEAR	DEGREE OBJECTIVE
LAST NAME	FIRST NAME	MI	SEMIESTER
		<input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER	<input type="checkbox"/> DEGREE <input type="checkbox"/> NON-DEGREE

ADD			
<p>PLEASE NOTE:</p> <p>— Use the "UNIQUE TITLE ADD" section below when adding independent study, consortium or cooperative education.</p>			
<p>Unless waived by the department offering a course, all prerequisites listed in the schedule of classes must be met.</p>			
A.U. Course No. and Section	Sem. Hrs.	Grade Type A-F Audit P/F	Prereq. Listed? Prereq. Met? Departmental Waiver And/or Authorization
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WAIVED
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WAIVED
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WAIVED
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WAIVED
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> WAIVED
CHANGE SECTION AND/OR GRADE TYPE			
<p>— Use this section to change from one course section to another section of the same course, or to change from one grade type to another.</p>			
A.U. Course No.	Current Section	New Section	Grade Type A-F Audit P/F
			<input type="checkbox"/> A <input type="checkbox"/> F <input type="checkbox"/> Audit <input type="checkbox"/> P <input type="checkbox"/> F

UNIQUE TITLE ADD — Complete for Add which requires Unique Title.

- **Consortium:** Enter course number and title as published in the visited institution's schedule. An undergraduate must obtain the signature of the dean or department chair of the field of the intended course registration. Graduate students must obtain the signature of the head of their major department or school.
- **Independent Study:** Enter instructor's last name and unique title descriptive of the course content. Signatures of instructor and dean or department chair are required.
- **Cooperative Education:** Enter supervising instructor's last name and descriptive content. Authorization of the Cooperative Education office is required.

A.U. Course No. and Section	Sem. Hrs.	Grade Type A-F Audit P/F	Unique Title or Consortium Course Title (limit to 30 characters)
ADVISOR AUTHORIZATION		DATE	DEAN/DEPARTMENT CHAIRPERSON AUTHORIZATION
A.U. Course No. and Section		DATE	COOPERATIVE EDUCATION AUTHORIZATION
ADVISOR AUTHORIZATION		DATE	COOPERATIVE EDUCATION AUTHORIZATION

REQUIRED SIGNATURES

Students: All actions.	DATE
Advisor: All course adds, late changes and late drops.	DATE
Instructor: Courses calling for "permission of" in the Schedule of Classes, unique title courses as noted above, certain late actions.	DATE
Dean/Department Chair: Courses calling for "permission of" in the Schedule of Classes, unique title courses as noted above, late actions, and actions representing requests for exceptions to academic regulations.	DATE
* International Student Advisor: All actions for non-U.S. citizens having F-1 or J-1 visas only.	DATE