Instructions for the Course Registration Change Form: Add-Drop Form

**Student Section:**

1. Student must fill in the top portion of the form (Name, GUID, Term, School, Degree level, Athlete, International Student Status, etc.)
2. Student will include all the information pertaining to the courses they will either add or drop; including the course subject, number, section, CRN, credits, course title, instructors name.
3. The student must indicate how many total credit hours they have before changes on the form and the total credit hours they have after the changes on the form.
4. The student must sign the form, include their net id, and the date.
5. Student will need to have the instructor sign the form to indicate their approval to be added to the course.
6. Student will take the form with the instructor’s approval to their Academic Dean or Program Advisor.
7. Once the Dean or Program Advisor approves, student should retain one copy for their records.
8. The form must be delivered to the Registrar’s Office for processing.

**Faculty/ Instructor/Departmental Approval Section:**

1. The instructor or approved departmental personnel will need to sign order to indicate their approval that the student may be added to their course. Some graduate programs allow the department to sign this sections.
2. Students will bring the Course Registration Change (Add Drop) Form to the instructor or department because they were not able to register through MyAccess. This means that an exception is required.
3. Instructors or approved departmental personnel must indicate by checking the appropriate box, if they approve to **Over Tally** (approval to enroll above the course cap) or to **override any prerequisite** that the course may have.

**Dean or Academic Advisor Section:**

1. The Academic Dean or Advisor should review to ensure that the student has filled in all the sections.
2. The Academic Dean or Advisor must indicate by checking off the appropriate box, if they approve a **time conflict** or a **restriction override**.
3. The Academic Dean or Advisor must sign and print their net id to indicate their approval.
4. Advisor must retain a copy for their files.
5. Academic Deans or Academic Affairs personnel (for the Graduate School and SCS) or other approved personnel, may fill in the **Official Use Only Section** in the Drop section of the Form. If a Withdraw is to be processed via this form, the Dean or approved academic personnel must fill in the **Refund Rate** and **Effective Date**. Undergraduate students may submit withdraw request in MyAccess.
6. Once the form is complete, a copy must be delivered to the registrar’s office for processing.