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. An Undergraduate student will need to have the instructor sign the form to indicate their approval to be added to the course. For an SCS or Graduate student, please follow the instructions of your department/School.
6. Undergrad Students will take the form with the instructor’s approval to their Academic Dean.
   
   Graduate Students: Prior to the end of the add/drop period, students in the Graduate School only need the approval of their program advisor unless there is a time conflict, which also requires dean approval (Graduate School or the BGE office depending on your program).
   
   Graduate Students: After the add/drop period ends, both the program advisor and the relevant dean's office must sign the form.
   
   SCS Students: will have their program advisor or department process their form.
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:

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. There are five options requiring a signature, and/or a check mark in the appropriate column:

1. Permission of Instructor or Department (signature only) *
2. Over Tally (approval to enroll above the course cap)
3. Pre-Requisite Override
4. Time Conflict Override
5. Restriction Override

* For courses that require instructor or department permission, the instructor or approved departmental personnel will need to sign the section “Instructor Signature or Dept. Approval”. Providing Instructor/Dept. permission alone does not automatically approve enrollment over the cap, if the course is closed or waive other prerequisites or restrictions.

Additionally, instructors or approved departmental personnel must indicate by checking the appropriate box, if they also approve to override any prerequisite/restriction that the course may have, a time conflict, or to Over Tally (approval to enroll above the course cap).
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**. Graduate students must, in addition receive approval from the 
   relevant dean's office (Graduate School or BGE) to approve a time conflict
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.