



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

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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 which require an exception.

**Faculty** may sign and/or initial the appropriate box to indicate their approval for:

1. Permission of Instructor
2. Class Over Tally (approval to enroll above the course cap)
3. Prerequisite Override
4. Time Conflict\*
5. Restriction Override\*

**\*Deans may work with the faculty to approve time conflicts or restriction overrides.**

<b>Instructor/Dept Approval</b>	<b>Instructor/Dept Approval</b>			<b>Dean/Dept</b>	
	<i>Please initial</i>			<i>Please initial</i>	
<b><i>Instructor signature or Dept. Approval</i></b>	<b><i>Class Over Tally</i></b>	<b><i>Permission of Instructor</i></b>	<b><i>Prerequisite Override</i></b>	<b><i>Time Conflict Override</i></b>	<b><i>Restriction Override</i></b>

To approve an exception, the instructors must indicate by checking or adding their initials to the appropriate exception box. To allow a student to enroll in a closed course, the instructor should initial or check off the Class Over Tally box (approval to enroll above the course cap).

If the course has Permission of Instructor restriction, the instructor may allow students to enroll by adding their initials or checking off the *Permission of Instructor* box.

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### Student Section:

1. Student must fill in the top portion of the form (Name, GUID, 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, instructor's name.
3. 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. Undergraduate students need to have the instructor sign the form to indicate their approval to be added to the course. The undergraduate student should have the instructor initial 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 (GSAS) 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.

#### **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 will indicate by checking off/ adding their initials to the appropriate box, if they approve a **time conflict, prerequisite** 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. Academic Deans/Advisors 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 **Deans or Dept 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 and SCS Students should submit withdraw request in MyAccess.