**ADD OR DROP CLASSES**

via Joe’SS before the first day of classes: after that time check the Academic Dates and Deadlines on the Registrar’s website, pick up an add/drop form at their office, and use the process described here.

√ Note: See Math 1140 or Math 1160 instructor for those add/drop dates.

**Step 1:** Fill in your student number, name, and today’s date.

**Step 2:** Fill in the term (Fall, Spring, or Summer and the year).

**Step 3:** Fill in the number of credit hours you had BEFORE the change.

If you are dropping below 12 credit hours (full-time), have you checked with:

✓ the Student Financial Assistance Office to see if this impacts any of your scholarships, grants, or other financial aid sources?

✓ Residential Life to see if this impacts your housing contract?

✓ the Athletic Department to see if this impacts your eligibility?

✓ your medical insurance, auto insurance, tax consultant, etc. to see if this has any impact?

If you are dropping a course, have you considered:

✓ The impact this action will have on future class schedules and your path to graduation?

✓ The financial cost of dropping the course now and re-taking it at a later date?

**Step 4:** Fill in the course information – don’t forget the relevant components (e.g. lecture, Recitation/Seminar/Discussion, lab)

If a lab is a completely separate class you should check with the teaching department to determine if dropping the lecture also requires you to drop the lab.

**Step 5:** Obtain the signature of the instructor(s).

For online only courses, the student should initiate the add/drop by emailing their request to the instructor. The instructor’s reply is stapled to the add/drop form.

**Step 6:** Obtain the signature of your advisor.

**Step 7:** Turn the add/drop form in at the Registrar’s Office for processing.