CLASS SCHEDULE CHANGE

Students are encouraged to secure advisor approval for all schedule changes. When students do not secure such approval, they assume full responsibility for their progress toward meeting degree requirements.

Students are responsible for processing schedule changes during the drop or add period for each course. **Under no circumstances** shall the instructor or advisor assume this responsibility on behalf of the student.

Continuing students are strongly encouraged to take advantage of the pre-registration process in order to obtain the class schedule which best meets their needs.

If you pre-register and subsequently choose not to attend, you are responsible for dropping all courses before the drop period.

Adding Courses

A student may add a course without instructor approval during the first week of the regularly scheduled semester.

After the first week of the scheduled semester, a student can only add a course with the instructor's approval. Payment of a late fee is assessed to the student account to add courses after the drop/add period of a course has passed.

After the 5th week, a course may only be added with the approval of the instructor, the chair, and payment of a late fee. The Late Add Form must be completed in its entirety and must be submitted to the Registrar's Office (ADM 202) within 5 business days of the instructor signature.

For short-term or summer courses, the late add period is abbreviated and payment of a late fee is assessed to the student account to add courses after the drop/add period of a course has passed. Additionally, for short-term or summer courses, only the instructor signature is required.

Addition of Independent Study & Extended Studies Courses

A resident student may enroll in independent study and extended studies courses only if the addition of such courses will not cause his or her program to exceed the maximum load allowable.

Dropping Courses

Students may drop courses before 15% of the course duration has passed without a record of the dropped course appearing on the student's permanent record. Courses may be dropped officially in Banner prior to the drop deadline. Some students' groups may not be able to drop below full-time status. Please contact your advisor for appropriate paperwork for this process. The drop date of each course is printed on the student's schedule.