

## Add / Drop / Audit

### Instructions

Students who wish to Add, Drop or take a class for Audit must obtain approval from the department offering the class. Approval signifies that the class/es listed below can be added or dropped, or is available for an audit grade. Enrollment depends upon availability.

- Audited classes carry no credit and do not apply toward graduation requirements, or enrollment status.
- Audits can only be added during the add/drop period.
- Add/drop forms are processed by the department offering the course during open enrollment and the add/drop period.
- If a class needs to be added or dropped after the add/drop period, return the form to your home department for Dean's signature. Your home department will forward the form to the Registrar's Office for processing.
- Degree-seeking students who are dropping all of their courses must use a Leave of Absence/Institute Withdrawal form.

### General Information

Please Type

University ID Number \_\_\_\_\_ Name \_\_\_\_\_

Last First MI

### Contact Information

Day (8:30 am -5 pm) \_\_\_\_/\_\_\_\_/\_\_\_\_ Cell \_\_\_\_/\_\_\_\_/\_\_\_\_ E-mail \_\_\_\_\_

Academic Program \_\_\_\_\_ Academic Plan \_\_\_\_\_ Term \_\_\_\_\_

add	drop	audit	class no.	subject	catalog	section	units	course title/description	signature of dept. offering course/date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____

**Remarks:** State reason for exception if beyond the Add/Drop period. Signature required if Add/Drop period has ended.

**Home Department Dean:** Print \_\_\_\_\_ Email \_\_\_\_\_@rit.edu

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Students requesting to enroll in more than 18 units must obtain permission from their home department.**

**Home Department Signature:** Print \_\_\_\_\_ Email \_\_\_\_\_@rit.edu

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Registrar's Office Use Only

Date Received \_\_\_\_\_ SFS review:  approved

Date Processed \_\_\_\_\_  Return to Department - This form cannot be processed. Financial Commitment has not been made per SFS.

Processed By \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_