

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.
- Degree-seeking students who are dropping all of their courses must use a Leave of Absence/Institute Withdrawal form.

General Information

University ID Number _____ Name _____
Last First MI

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"/>	_____	_____	_____	_____	_____	_____	_____

Notice of Responsibility: I hereby accept financial responsibility for all charges (including collection of fees) associated with the above schedule adjustments according to the university refund schedule. I acknowledge that it is my responsibility to familiarize myself with university policy and procedure regarding registration, drop/withdrawal, and refunds. I further understand that dropping/withdrawing below full time status may jeopardize my financial aid eligibility and/or immigration status (for students on F1 or J1 visas).

Student: Sign _____ Date _____

Reason for exception if beyond the Add/Drop period. Signature required if Add/Drop period has ended.

Home Department Dean:

Print _____ Email _____
 Signature _____ Date _____

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

Home Department Signature:

Print _____ Email _____
 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 _____