DIRECTIONS: Carefully follow the steps listed below.

1. Complete **Student Information** section.
2. Complete **Course Information** section for any course(s) you wish to add or drop from your schedule.
3. Obtain necessary permissions (see below) from the **Instructor** and **Department Chairperson or Program Director** for any Over-Enrollments or Late Additions.
4. Obtain necessary permission (see below) from the Student Success Center (SSC) for any Late Additions (starting 09/16/2025).
5. Return completed forms to the appropriate office - see **Deadlines** section below.

Student Information:

Banner ID #: _____ Class Year: _____

Last Name, First Name: _____

Course Information:

Check One: **Add Course** ☐   **Drop Course** ☐

CRN #: _____ Subject: _____ Course #: _____ Section #: _____ Title: _____

Check One: **Add Course** ☐   **Drop Course** ☐

CRN #: _____ Subject: _____ Course #: _____ Section #: _____ Title: _____

*Please Note: A course will **only** be dropped pending successful registration in the added course.*

Instructor Signature: _____ Date: _____
Department Chair/
Program Director Signature: _____ Date: _____

Deadlines:

- Between 09/09/2025 – 09/15/2025: Return completed form with signature approvals from **instructor and department chair/program director** to the Office of the Registrar - Harkins Hall 310.
  - Adding any course after it has met for 3 contact hours requires written authorization from the instructor and the department chair/program director of the course.
- Beginning 09/16/2025: Return completed form with signature approvals from **instructor and department chair/ program directors** to the Student Success Center- Phillips Memorial Library 2nd Floor.
  - Late Course Registration - Once the course has met for 6 contact hours, all schedule changes will require approval from the Student Success Center. Students are subject to a $150 late course registration fee for each course added during the late adjustment period. By signing this form, I hereby understand that a $150 fee will be added to my tuition bill and that this is an official college policy.

- Student Signature for Late Course: _____ Date: _____
- SSC Signature for Late Course: _____ Date: _____

For Administrative Use Only

Add Late Fee: Yes: ☐ No: ☐