

Complete this form and return to Nitze 301 after the close of the Online Add/Drop Registration period for language or non-language courses.

Reminder**

Students must obtain permission from Academic Advising to take five non-language courses for credit in a semester if they are 1) taking a language, 2) have past failing grades or 3) have current Incomplete grades. For all other students, no permission is needed as long as they have met the language requirement for graduation and also have a minimum grade point average (GPA) of B+ (3.33).

For more information on add/drop/withdraw, please see [The Red Book Academic Procedures Manual](#).

Fall 2013

7/8/13 – 8/30/13* and 9/3/13 - 9/9/13*: Non-Language Online Registration and Online Add/Drop (*Registration will close at 6:00PM and 9:00PM, respectively)

9/10/13 – 9/16/13: Non-Language Online Add/Drop (To re-open after Round 2 Bidding)

9/10/13 – 9/23/13: Language Online Registration

9/17/13 – 9/30/13: Exceptional Add/Drop (Non-Language) - **use this form, faculty signature required**

10/1/13 – 10/21/13*: Course Withdrawal period for all courses, "W" on transcript – use this form, faculty signature required

***After 10/21/13, a letter grade of "C" will be placed on the transcript for the course.**

Interactive Form: Please type

Date of Request _____ SSN* (optional) or Date of Birth _____

Last Name (*during enrollment*) First Middle

Phone Email

	<u>Course # required</u>	<u>Course Name</u>	<u>Instructor</u>	<u>Instructor Signature</u>
Add	Drop SA. _____	_____	_____	_____
Add	Drop SA. _____	_____	_____	_____
Add	Drop SA. _____	_____	_____	_____
Add	Drop SA. _____	_____	_____	_____

Instructor signature & comments

Student Signature

General Advisor Signature (**approval for 5th course**)