

ADD/DROP PROCEDURES – SPRING 2012

	ADDS	DROPS	P/D/F → GRADE	GRADE → P/D/F
Pre-registration thru 1/08/12	No Signature Required (*exceptions) WebAdvisor	No Signature Required Web Advisor	No Signature Required. Add Card Only.	Instructor Signature Required. Add Card Only
1/9 thru 1/11 (First three class days)	No Signature Required (*exceptions below). WA	“ WA	“	“
1/12 to 1/23	Instructor Signature Required. Add Card	“ WA	“	“
1/24 to 2/13	NO ADDS AFTER 1/23	Advisor and Instructor Signature Required. Card. (W/O Record)	“	Advisor and Instructor Signature Required
2/14 to 3/26	“	Advisor and Instructor Signature Required. Card. (with Grade of W)	NO CHANGES ALLOWED AFTER 2/13	NO CHANGES ALLOWED AFTER 2/13
3/27 to End of Semester	“	NO DROPS ALLOWED AFTER 3/26	“	“

Notes to Table Above:

1. Once a student has been advised, and has registered, advisor signature is no longer required to add a course. Also, instructor signature is not required – except in the case that (a) the course is flagged as Instructor Signature Required, (b) it appears at full-capacity on the On-line Course Schedule, or (c) change to P/D/F. The no-signature add rule is only applicable within the allowed time period – by 3rd class day and the card must be delivered to the Office of the Registrar and processed with the student present.
2. Once the transaction has been processed the student, advisor, and instructor will be notified by e-mail (unless changing P/D/F status) at the end of the business day confirming the add/drop. If the student does not receive an email – that means NO TRANSACTION OCCURRED. ** all students can check their class schedules via Web Advisor. ** Please check both the e-mail notification and Web Advisor carefully to ensure that all necessary changes are made, and any mistakes corrected prior to the add/drop deadlines.
3. No Incomplete Cards will be accepted. This means the card must contain: Student’s Full Name, ID #, birthdate, Complete Course Number, Day and Time of class, and the required signatures as noted above. Be sure the section number is accurate. Students should sign if instructor signature is not required...
4. No Cards will be accepted after the deadlines have passed.