

# COURSE REGISTRATION CHANGE FORM

**Add/Drop:** During the first two weeks of each semester, students may add/drop courses by submitting the Course Registration Form to the Registrar's Office after having obtained the required signatures. A course may be added only if there is space available in the requested course, and may be dropped only if a student maintains the minimum number of credit hours per semester. A student may only add a course if they attend 50% of sessions in each of the first two weeks.

**Additional Courseload:** Students who continually demonstrate high academic performance may request to take more credits than the normal workload. Additional courseload for first-year BA students is discouraged. In addition to the signatures of their academic advisor and the instructor whose course is to be added, students also need the signature of the Dean.

**Lower Courseload:** Taking fewer credits than the required workload endangers a student's successful completion of the program. A request for a lower courseload can only be considered for approval by the Academic Advisor and Dean under extraordinary circumstances. A course that is dropped after the official Add/Drop period is considered a late drop or withdrawal. In this case a letter "W" (Withdrawn) will appear on the transcript where withdrawal happens before 17:00 on the Friday of week 7. Withdrawals after this deadline result in an automatic F grade.

**Note:** Courseload changes are not official until the form has been processed by the Registrar's Office. Students will be informed of changes to their schedule via updates to their SSB account.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Program: \_\_\_\_\_ Semester: \_\_\_\_\_  
(BA students only)

Course(s) to drop:

Course ID	Course Title	Instructor	Drop/Withdraw	Underload

Course(s) to add:

	Course ID	Course Title	Instructor Signature	Overload?
#1				
#2				

Required Signatures:

\_\_\_\_\_  
Student Signature/Date

\_\_\_\_\_  
Instructor Course #1  
Signature/Date

\_\_\_\_\_  
Instructor Course #2  
Signature/Date

\_\_\_\_\_  
Academic Advisor Signature/Date

\_\_\_\_\_  
Dean's Office Signature/Date  
(only necessary in case of over-/underload or when  
requesting a withdrawal before the end of week 7)