ADD/DROP FORM

Smith ID# _____ NAME_____ CLASS YR _____ MAJOR(S) _____/_____

	COLLEGE	S/U	CRN	SUBJ	NO.	SEC.	TITLE	* *INSTRUCTOR SIGNATURE* *
A D D	SMITH							
	SMITH							
	SMITH							

	COLLEGE		CRN	SUBJ	NO.	SEC.	TITLE	* *INSTRUCTOR SIGNATURE* *
D R O P								

Signature of Student Date

Signature of Adviser Date

Signature of Class Dean or Grad Director Date

Signature of Adviser (double majors or MAT's) Date

*****Students <u>must</u> obtain ALL other signatures BEFORE your class dean will sign*****

ADD/DROP PROCEDURES

During the first 10 class days: students may add or drop courses online with approval of the adviser.

From the 11th through the 15th day of classes: students may add a Smith course with the permission (signature) of the instructor, adviser and class dean or Grad Director.

From the 11th day of classes through the end of the fifth week of the semester: a student may drop a course after consultation with the instructor (signature) and with the approval of the adviser and class dean or Grad Director.

**Adas and Grad students should be advised that tuition is based on registration as of the add deadline.

<u>COMPLETING THE FORM</u>

For each course/section you are adding or dropping, record all course information in the appropriate blocks. For those items marked with an "*", please refer to the schedule of classes for the appropriate numbers and codes.

COLLEGE	if Five College course, indicate campus. (This form may *not* be used to *add* Five College courses.)
S/U	enter "S" for S/U grading option; blank for regular letter grade.
*CRN	enter course reference number for appropriate section of course (see schedule of classes).
*SUBJ	enter 3-character code for the subject of the course
*NO	enter 3-digit course number
*SEC	enter section number of lecture, lab, discussion, etc.
TITLE	enter an abbreviated course title
SIGNATURE	obtain instructor's signature