

Add/Drop Procedure

In order to add/drop a course, the following steps must be followed:

1. **Complete** a "Registration Form," which may be obtained from your academic division.
2. **Obtain** approval for each course adjustment from your academic advisor.
3. **Present** the Change of Schedule Form to the designated registration site as indicated by the Office of the Registrar. Once you have submitted your paperwork for data entry, you are asked to wait to receive a new schedule reflecting the appropriate adjustment(s). If you are not satisfied with the change or if a problem occurs because the course is closed or cancelled, you are encouraged to return to speak with the individual who advised you.
4. **Proceed** to the Cashier's Station to make payment if required provided there are no problems with your new schedule. Attention Financial Aid Students and Veterans: You must follow the above procedures to drop or replace cancelled classes, or to add or drop classes on your schedule. Such schedule changes must be cleared through the Financial Aid and/or Veterans Office.

ATTENTION STUDENTS: Your registration is complete when you have paid for your courses.