

Name (print) \_\_\_\_\_ PO Box \_\_\_\_\_ Date \_\_\_\_\_

Student ID Number \_\_\_\_\_ Major \_\_\_\_\_ Class Year \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_  
(year) (year)

**Signatures Required:** (Reason for form – check all that apply)

Check all that apply	Action	Instructor	Adviser 1	Adviser 2
<input type="checkbox"/>	Changing sections (use add & drop below)	YES**	NO	NO
<input type="checkbox"/>	Dropping a course	NO	YES	YES
<input type="checkbox"/>	Adding a course	YES**	YES	YES
<input type="checkbox"/>	Change of Grading (S/D/F)	NO	NO	NO
<input type="checkbox"/>	Variable Credit Change	YES	YES	YES

\*\* Only exception is during pre-reg add/drop period (May & December) if capacity is available on-line or has a status of open.

If adding a +2, write the course in the Course Section area, such as HIS-234 and indicate +2 in the credit column.

A	Reg ID #	Course Section	Title	Credit	Instructor Signature	Date
D						
D						

D	Reg ID #	Course Section	Title	Credit
R				
O				
P				

If the course has a lab section, include that in the drop/add sections as well.

**VARIABLE CREDIT CHANGE**

Course: \_\_\_\_\_

Variable Credit Course: Change credits from \_\_\_\_\_ to \_\_\_\_\_ Instructor Signature \_\_\_\_\_

**CHANGE TO GRADING OPTION S/D/F**

Course & Section	Title	From Letter grade to S/D/F ✓	From S/D/F to letter grade ✓

**S/D/F NOTE:** Instructors are not necessarily aware of your selection of S/D/F grading for their course. An S is assigned if you are given a grade of A through C. An S has no grade point equivalent. Grade of D and F receive the letter grade and are failing grades that affect your GPA. The following courses cannot be elected for grading on the S/D/F basis:

- Professional courses in Education
- Course in the student's major field or interdisciplinary concentration
- Some graduate schools do not accept "S" grades (discuss with your adviser)
- See student handbook for additional restrictions

**SEE NEXT PAGE FOR DEADLINES** - This form will not be processed after the deadline date

**If you need an instructor signature you have 48 hours (2 business days) to turn in this form to the Registrar's Office or you may lose your place in class.**

Adviser 1 Signature and Date: \_\_\_\_\_

Adviser 2 Signature and Date: \_\_\_\_\_

(for 2<sup>nd</sup> major or concentrations)

# DEADLINES FOR 2016-2017

	<u>1<sup>st</sup> semester</u>	<u>2<sup>nd</sup> semester</u>
Last day to DROP a course w/o transcript entry	Friday, Sept. 9	Friday, Feb. 3
Last day to ADD a course:	Friday, Sept. 9	Friday, Feb. 3
Last day to change a course to AUDIT:	Friday, Sept. 9	Friday, Feb. 3
Last day to change to or from S/D/F:	Friday, Sept. 9	Friday, Feb. 3
Last day to ADD +2:	Friday, Sept. 30	Friday, Feb. 24
Last day to DROP a course with W transcript entry:	Friday, Nov. 4	Friday, Apr. 7
Open Registration	Nov. 7-17	Apr. 17-27

## Note: ½ Semester and Short Course Add/Drop Deadlines:

Last day to Add/Drop, Audit, and elect S/D/F grading  
for ½ semester course (lasting 6-7 weeks):

Second Friday after Course Start Date

Last day to Withdraw from a ½ semester  
course with a W transcript entry:

By Friday of the Fourth Full Week of the Course

Last day to Add/Drop, Audit, and elect S/D/F grading  
For a short course (lasting less than 6 weeks):

By End of the Second Class Meeting Day

Last day to Withdraw from a short course  
With a W transcript entry:

No Withdrawal Option

All completed forms must be turned into the Registrar's Office by 5:00 p.m. on the deadline date listed above.