

SYRACUSE UNIVERSITY

College of Arts & Sciences

Advising & Career Services

Instructions on How to Add/Drop a Course

Are you a student in the College of Arts and Sciences and need to Add or Drop a Class? Complete the questionnaire below and use the Add/Drop form available at 323 Hall of Languages.

Question 1

Are you adding a class that will take you over 19 credits? Yes/No **(Circle One)**

- If yes, complete a “Petition to Faculty” form requesting permission to take more than 19 credits. You can find this form on the Academic Forms [website](#).

Question 2

Are you dropping a class that will take you below 12 credits? Yes/No **(Circle One)**

- Dropping below 12 credits can affect financial aid, housing or visa status. Consult with the appropriate office.

Now you can complete the Add/Drop form following these step-by-step instructions:

- 1) Write your SUID, your name, the semester
- 2) Write in the 5-digit class number, course prefix, 3-digit course number, the section number, and the number of credits
- 3) In the grey area, fill in the course title
- 4) Next to the course title, write “Flexible” or “Regular”
 - To determine whether your classes are Regular or Flexible log onto My Slice and go to “Class Search” and then “View My Class Schedule (List View.)”
 - NOTE: Use separate forms to Add/Drop Flexible Format classes and Regular Format classes.
- 5) Obtain the signature of either the professor or the department chair. You do NOT need your advisor’s signature. Note the following exceptions:
 - Exception:* for **Math** courses the signature **MUST** be from the instructor.
 - Exception:* for **Economics** courses the signature must be from the instructor AND the Department Chairperson.
 - Exception:* for **Geography** courses the signature must be from the instructor AND the Department Chairperson.
 - Exception:* for **Chemistry** courses the signature must be from the instructor AND the Department Chairperson.
- 6) Sign and bring the COMPLETED form to 323 Hall of Languages for the College’s approval stamp.
- 7) For Regular Session classes deliver stamped form to 106 Steele Hall and retain a copy for your records.
- 8) Drop forms only for Flexible Format classes will be held by our office and delivered on your behalf after reviewed.