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, 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.
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.