

Instructions:

- **DROPPING A COURSE:** Online registration remains open through the end of the add/drop period. Courses must be dropped online before the add/drop period ends and the system closes; Students must inform instructor of drop out of courtesy.
- **ADDING A COURSE:** If the instructor has submitted a course override, the student must add the course course online unless overpointing approval is required. **Instructor's signature is always required on the paper form.**
- **OVERPOINTING (taking over 19 credits):** First year students in their first semester may not overpoint. Students with a GPA lower than 3.0 in the previous semester must be approved to overpoint with 20 – 27 credits; Students with a GPA higher than 3.0 in the previous semester and overpointing with 24 – 27 credits must also have approval. Adviser and Class Dean signatures are required.

Name: _____ Camel #: _____ Class Year: _____ Date: _____
Last First

ALWAYS REQUIRED - Student Signature

ADD: If you are already pre-registered for 19 credits, this form cannot be processed until Drop/Add begins

| CRN (Course Reg#) | Dept Code (3 Letters) | Course # | Lab/ Section | Credit Hrs. | Instructor's PRINTED NAME, Signature, and Date of approval (ALWAYS required) |
|----------------------|--------------------------|----------|-----------------|-------------|---|
| | | | | | Course Add |
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| | | | | | |
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OVERPOINTING: Number of Credits student has been approved to overpoint with: _____

| Signature Approval | Adviser & Dean SIGNATURE - Required for Overpointing or after drop/add period has ended | DATE |
|--------------------|--|------|
| Faculty Adviser | | |
| Class Dean | | |