# Add/Drop Form

Office of the Registrar - Service Center – servicecenter@siue.edu – 618-650-2080 phone – 618-650-2081 fax – Box 1080 Edwardsville IL 62026
www.siue.edu/registrar

**Instructions:** **This form is <u>NOT</u> for complete withdrawals (use Registration – Withdrawal Form)**. You may add open classes through the first week of the semester, and you may drop classes through the first two weeks of the semester online via CougarNet. Utilize this form after those dates or to add classes that require an override to make registration changes. This form must be processed by Service Center staff. Return the completed form to Rendleman Hall, room 1309, fax it to 618-650-2081, mail it to SIUE Service Center, Box 1080, Edwardsville, IL 62026, or send as an attachment from your SIUE email account to servicecenter@siue.edu.

**Name** _____      **University ID# 800**_____      **e-ID**_____
     Last, First, Middle initial

**Term of Add/Drop:** ☐ Fall  ☐ Spring  ☐ Summer  **Year**_____      **Date** _____

## REQUEST TO **ADD** THE FOLLOWING CLASSES:

| CRN | Course (Dept-Number-Section) | Credit Hours | Audit (✓) | Instructor Signature/Date | Dept. Chairperson Signature/Date |
|-----|------------------------------|--------------|-----------|---------------------------|----------------------------------|
|     |                              |              |           |                           |                                  |
|     |                              |              |           |                           |                                  |
|     |                              |              |           |                           |                                  |
|     |                              |              |           |                           |                                  |
|     |                              |              |           |                           |                                  |
|     |                              |              |           |                           |                                  |

**SIGNATURES REQUIRED FOR ADDING CLASSES**
-Beginning the first day of the term, instructor approval permits enrollment regardless of closed class status
-Instructor and Dept. Chair approval required beginning the second week of the course
-Instructor approval overrides prerequisite restrictions
-Dept. Chair signature overrides classification, level, major, or program restrictions
-Dean & Registrar approval required to add class after week 2 (and the equivalent week in summer)-indicate on the back of this form why the class was not added prior to the end of week 2 and submit completed form with all required signatures to the Service Center for review.

**NOTES FOR ADDING CLASSES**
-Students can add open classes in CougarNet during the first week of the term
-As of the first day of the term, all first-time registrations are assessed a non-refundable $25 late registration fee
-Start and end dates for short-term classes are available by contacting the Service Center
-Check CougarNet after making any registration changes to verify accuracy of enrollment
-You are officially enrolled ONLY if the class appears on your record in CougarNet
-All holds that prevent registration must be remedied prior to registration

_____
Advisor (only needed when course needs advisor approval)

Adding classes after week 2 is *rarely* permitted, and registration after the deadline requires special approval from the Dean and Registrar.

_____
Dean Signature/Date
Late registration requests must be reviewed by the Registrar for consideration.

## REQUEST TO <u>**DROP**</u> THE FOLLOWING CLASSES: **(If dropping ALL classes, please use the Withdrawal Form)**

| CRN | Course (Dept-Number-Section) | Credit Hours | Instructor Signature/Date | Advisor Signature/Date |
|-----|------------------------------|--------------|---------------------------|------------------------|
|     |                              |              |                           |                        |
|     |                              |              |                           |                        |
|     |                              |              |                           |                        |
|     |                              |              |                           |                        |
|     |                              |              |                           |                        |

**NOTES FOR DROPPING CLASSES**
-Classes can be dropped in CougarNet through week 2 of the term
FULL-TERM CLASS DEADLINES:
-Weeks 1-2: 100% credit tuition & fees, no entry on transcript
-No reduction of tuition & fees when dropping classes after week 2
-Weeks 3-10 (3-5 in summer): W grade is assigned, no permission to drop required
-Weeks 11-13 (6-8 in summer): WP or WF assigned by faculty at end of term. WP does not factor into GPA, WF is a failing grade.
-No drops allowed after week 13 (8 in summer)
-Dates for dropping classes that have start and end dates outside of the regular full-term can be found on the Registrar's website

**Are you a Student Athlete dropping classes?**

**Yes  No**  (circle one)
_____
If YES, signature of Athletic Advisor is required to drop classes

**Are you an International Student dropping below full-time?**
*Full-time for grads is 9 hours, full-time for undergrads is 12 hours*

**Yes  No**  (circle one)
_____
If YES, signature of Immigration Advisor is required to drop classes

**My total hours enrolled after the changes above:** _____

**Student Agreement:** *I am requesting the above changes to my registration, and I accept full responsibility for the accuracy of this request. I understand that it is my responsibility to be aware of the impact of this request on my academic record, billing statement, financial aid eligibility, and housing assignment.*

Processed by:
Date:
Added Wk:
Dropped Wk:

_____
Student Signature (Required)            Date

12/2024 hmy