

Return form to:

Columbus Campus: Student Central - Upper Level, Madison Hall •
Delaware Campus: Student Services Desk - Moeller Hall • Regional Learning Centers

PLEASE PRINT CLEARLY AND PRESS FIRMLY - COMPLETION OF ALL FIELDS REQUIRED FOR PROCESSING (ONE SEMESTER PER FORM)

SEMESTER/YEAR: AUTUMN _____ SPRING _____ SUMMER _____

NAME: [Grid for Name] LAST FIRST

COUGARID NUMBER (REQUIRED): [Grid for CougarID Number]

STUDENT SIGNATURE (REQUIRED)

By signing the Registration Add/Drop Form, you agree to certain conditions that may result by the processing of this form. Students may incur an Application, Records, and ID Fee per College Policy 7-06. You agree to pay all fees associated with registration, residency, late registration and course withdrawals. Students are responsible to ensure that all tuition, fees and fines are paid before the deadline. If the instructor's signature that is required for permission to register is not dated or the date of the instructor's signature or instructor's e-mail is older than five business days, the form and registration will not be processed.

ADD COURSE LISTED HERE

NOTE: TIME CONFLICTS WILL NOT BE PERMITTED

DROP COURSE LISTED HERE:

Course Name and Section Number

Synonym Number

Audit

Only Check If Auditing This Course

This form must be processed within five business days of the instructor's signature and date.

Course Name and Section Number

Instructor: _____
Print Name
Signature

Instructor Date (Required):

Signature *must* be dated by the instructor only

[Grid for Date: MMDDYY]

Accidentally Dropped Course

Prerequisite/19 Credit Hour or More Permission/Section Change:

Prerequisite Authorization (PA)

No further current semester prerequisite checking and no deregistration for prerequisites not met. Dean/Chairperson/Chairperson Designee/Advisor/TIC

Prerequisite Override (PO)

No further current semester prerequisite checking and no deregistration for prerequisites not met. Dean/Chairperson/Chairperson Designee/Advisor

Conditional Registration

Further current semester prerequisite checking and possible deregistration for prerequisites not met. Dean/Chairperson/Chairperson Designee/Advisor/TIC Allows entry into course with an 'N' - New' or 'A' - Add' status

19+ Credit Hours Advisor

Signature of Required College Employee: _____ Date Signed (Required): ___/___/___
To be dated only by person signing for permission

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Signature of Required College Employee: _____ Date Signed (Required): ___/___/___
To be dated only by person signing for permission

FOR EMPLOYEE USE ONLY— Date: ___/___/___ Location: Student Central Delaware Campus Regional Learning Centers TIC

Reason for Course Permission: _____ Processed By: _____