

Add/Drop Form

Instructions for Adding & Dropping After the Third Week of the Semester

Weeks 1-3: All Adds and Drops are completed online via your myCI portal. Adding requires a permission number from your instructor.

Week 4: Submit Add/Drop form, in person, to the Enrollment Center, first floor, Sage Hall. Must obtain instructor and program chair signature (e.g. Math chair for a Math class).

Weeks 5-12: Adding is not permitted. To drop a class, submit Add/Drop form to the Enrollment Center, first floor, Sage Hall. Must obtain instructor and program chair signature (e.g. Math chair for a Math class). A reason must be entered on the form and supporting documentation is required. Your drop form will not be processed if you fail to submit supporting documentation or if you fail to submit the form by week 12.

Weeks 13-16: Dropping individual courses is not permitted. Only full term withdrawals for serious and compelling reasons are allowed. Use a Term Withdrawal form.

****Be sure to check Enrollment Center hours before arriving at Sage Hall. If adding during Week 4, tuition fees are due immediately. Failure to pay will result in you being dropped from your classes.****

First Name _____ Last Name _____ Student ID _____

Phone _____ Date _____ Term _____ Year _____

A- Add D- Drop	Class Number	Subject	Course Number	Section Number	Units	Instructor Signature	Date	Program Chair Signature	Date
A	1234	MATH	100	02	3	Example			

Number of enrolled units before change _____ Number of enrolled units after change _____

Please give reason for Add/Drop (weeks 4-12). Attached supporting documentation if required.

Student Signature _____ Date _____

Office Use Only- Records & Registration

Processed by: _____ PS Update: _____ Student Notified: _____
(Staff Initials) (Date) (Date)

Add/Drop Form is not official until processed in the Enrollment Center

Calendar Period	Drop Class	Complete Withdrawal	Add Class	Change of Grading Basis	Late Registration
Weeks 1-3	Drop Class(es) via the Web: myCI	Drop all classes via the Web: myCI <i>Consult Financial Aid if receiving funds</i>	Add using Instructor generated permission numbers. Tuition Fees due immediately	Change via the Web: myCI (instructor approval not required)	Register using Instructor generated Permission numbers. \$25.00 Late Registration Fee in addition to other registration fees. Tuition Fees due immediately
Week 4 Students dropping a class will receive a W	Allowed for serious and compelling reasons only. File an Add/Drop form (instructor and program chair approval required). Reason must be entered on form; documentation may be required.	Allowed for serious and compelling reasons only. File a Term Withdrawal form (instructor and program chair approval required). Reason must be entered of form; documentation is required.	Add using the Add/Drop form (instructor and program chair approval required .) Tuition Fees due immediately	NOT PERMITTED	File an Add/Drop form (instructor and program chair approval required). \$25.00 Late Registration Fee in addition to other registration fees. Tuition Fees due immediately
Weeks 5-12 Students dropping a class will receive a W	Allowed for serious and compelling reasons only. File an Add/Drop form (instructor and program chair approval required). Reason must be entered on form; documentation is required.	Allowed for serious and compelling reasons only. File a Term Withdrawal form (instructor and program chair approval required). Reason must be entered of form; documentation is required. Dean will review for approval.	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
Weeks 13-16 Students withdrawing will receive W grades	NOT PERMITTED	Allowed for serious and compelling reasons only. File a Term Withdrawal form (instructor and program chair approval required). Reason must be entered on form; documentation is required. Dean will review for approval.	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED

Please make every effort to complete all your changes during the first three weeks of the semester.

Student eligibility for financial aid is based on enrollment. A student who completely withdraws from the semester may be subject to repayment (including medical withdrawals). Financial aid recipients should consult a financial aid representative for additional information.

Criteria for Late Add/Drop or Changes in Basis of Grading

Students should note that a deficient academic performance is not a sufficient reason for dropping a class or changing the basis of grading after the third week. Students must present proof of a serious and compelling reason for withdrawal.

Medical Withdrawal

A medical withdrawal constitutes complete withdrawal from the University for the academic period in question. Beginning with the fourth week of the semester, students who find it necessary to withdraw from the University for medical reasons may be required to present documentation. Financial aid recipients should consult a financial aid representative regarding the implications of a complete withdrawal.