

REGISTRATION CHANGES (DROP/ADD) FOR FALL TERM 2009

Student Number _____ **Name** _____ **Class '13 '12 '11 '10 Other**

No fee is due if this form is received in the University Registrar's office by 4:30 p.m. on Wednesday, September 16, 2009 (with signatures of each add instructor(s) and adviser). After 4:30 pm on September 16 and before 4:30 pm, September 23, you must also obtain each drop instructor's signature and a dean's approval is also required. The fee is \$100. After September 23, students must also receive approval to submit a late drop/add from the Faculty Executive Committee. Transcripts will show W grade on all dropped courses. The fee is \$100 through the end of the term. After Wednesday, September 23, students unregistered or with unapproved course loads below 12 credits are *withdrawn* retroactive to the beginning of the term.

<u>Dept abbrev</u>	<u>Course #</u>	<u>Sec #</u>	<u>Credit</u>	<u>Instructor/Department Permission</u> (Drop instructor signature required after 1st week of term)
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Courses to be dropped:

Drop _____	_____	_____	_____	_____
Drop _____	_____	_____	_____	_____
Drop _____	_____	_____	_____	_____
Drop _____	_____	_____	_____	_____

Courses to be added (check all prerequisites of the courses you are adding):

Signature required for each added course

Add _____	_____	_____	_____	_____
Add _____	_____	_____	_____	_____
Add _____	_____	_____	_____	_____
Add _____	_____	_____	_____	_____
Add _____	_____	_____	_____	_____

Fall term overload and underload: A student must obtain an academic dean's approval (Dobin, Ikeda, Knapp, Peppers, Straughan, or Leonard) for 11 or 15-17 credits and Faculty EC approval (see Dean Peppers) to take 18 or more credits or fewer than 11 credits.

P.E. Courses: For 100- and 200-level P.E. courses only the P.E. office approval on every drop and add is required (no adviser or dean signature necessary). Faculty EC action is required after September 23rd.

Minimum \$100 charge if submitted after 4:30 p.m. on Wednesday, Sept. 16, 2009

Comments:

Adviser signature _____ Date _____
(not required if only changing sections of the exact same course or for 100-200 level P.E. courses or for non-credit labs)

Dean's approval _____ Date _____
Dean Dobin, Ikeda, Knapp, Peppers, Straughan or Leonard if new registration totals less than 12 or more than 14 credits or if submitted after the initial drop/add period.

_____ Credit load approved
UR September 2009