



Add/Drop Course Form

Name: _____

DU ID: _____

Term (check): Fall

Winter

Spring

Summer

Year: _____

ADD COURSE		Faculty must specify approval type based on the codes below.						
CRN	Subject	Course #	Sec	CR HR	Instructor Signature		Override Code	
Instructor Signature Required					Registrar Approval		Special Approval	
C: Closed Course	F: Field of study restriction	L: Class restriction	P: Prerequisite	O: Co-requisite	R: Course Repeat	T: Time conflict	D: Duplicate Course #	S: Special Approval

DROP COURSE		Please refer to the Registration and Billing calendar for drop dates and refund periods http://www.du.edu/registrar/calendar/index.html .						
CRN	Subject	Course #	Sec	CR HR	Instructor Signature		Co-Requisite Override	

Credit Overload - Required Signature

Special Approval Signature

Registrar Office Use Only

Received date: _____

Processed date: _____

Received by: _____

Processed by: _____

General Information:

The official date of adding or withdrawing from a course is the date on which this form is received in the Registrar's Office.

Falsification of an Add/Drop form is a violation of DU's Student Conduct Policies and is subject to discipline.

This form can be filled out electronically and if sent by email must be received from the approver.

ADDS

This form may not be used to register for independent study or research, experiential learning, or for undergraduates to register for graduate courses. Specific forms are available at <http://www.du.edu/registrar/forms.html>.

Adds creating a credit overload for graduate students (19 - 20 credits) require appropriate program approval. Adds above 20 credit hours require approval from the Office of Graduate Studies. Appropriate approval signature must be in the "Credit Overload" field.

Note: Check the Tuition and Fees page to make sure that your program is billed with a flat-rate. Students who are eligible to be billed the flat-rate will be billed for each hour that exceeds 18.

DROPS

Please refer to the Registration and Billing calendar for drop dates and refund periods <http://www.du.edu/registrar/calendar/index.html>: When a course will be deleted from your record, when a 'W' notation appears on your transcript, when instructor permission is required to drop, the last day to drop, and tuition refund periods.

WITHDRAWAL

If you intend to drop all courses for the term or are completely withdrawing from the University, please complete the "Intent to Withdraw" via your PioneerWeb or the "Withdrawal Form".

Override Codes in which approval is required:

Closed Course – The course has reached maximum enrollment and does not have a waitlist.

Field of Study – The course restricts registration to only students within specified majors, minors or concentrations. Check your Profile on the student tab of Pioneerweb to ensure you've officially declared your major.

Class Restriction – The course only accepts students in specific class levels, such as sophomores and above.

Prerequisite – You've registered for a course for which you haven't completed prerequisites.

Co-requisite – The course requires that you register for a specific course at the same time (during the same registration transaction).

Repeat Count – You've already received credit for the course – because you've already taken and received a passing grade for the course, or its equivalent via transfer credit. If you passed a course but the grade you received was too low to count toward your major, you may retake it with instructor approval. Note that both grades will apply towards the GPA, however, only one course can be used toward meeting degree requirements.

Time Conflict – You've registered for a course that meets at the same time as another you've already added to your schedule.

Duplicate Course # – You've already registered for a course with the same course number. This generally applies for Topics courses. Instructor signature is not required. Please contact the Registrar's Office to override.

Special Approval – The course requires special approval from the instructor/dean/department of the college/school.

All engineering courses with co-requisite errors must be approved by the department chair.

Daniels College of Business students:

Students who wish to enroll in an undergraduate Daniels course and receive a restriction **MUST** bring this form to Margery Reed Hall to seek approval from a Daniels Advisor. No Daniels courses may be overridden without an advisor's stamp.