

# 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:** Use this form to add or drop classes from the time of registration through the last day to add/drop as published in the University calendar. This form is **NOT** for complete withdrawals. Prior to the first day of the semester, you may make registration changes online through CougarNet. 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**

- Instructor approval required beginning the first day of the semester
- Beginning the first day of the term, instructor approval permits enrollment regardless of closed class status or active waitlist
- Instructor approval overrides prerequisite restrictions
- Dept. Chair approval required to add classes after the first week of the term
- Dept. Chair signature overrides classification, level, major, or program restrictions
- Dean approval required to add class after week 2 (and the equivalent week in summer)

**NOTES FOR ADDING CLASSES**

- No registrations or added classes are permitted after week 2
- 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 published on the Registrar's website at [www.siue.edu/registrar](http://www.siue.edu/registrar)
- 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 DROP 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**

- Deadline to drop full-term classes and receive a full credit of tuition and fees on the transcript is week 2
- There is no reduction in tuition and fees when dropping full-term classes after week 2
- Deadlines for dropping short-term classes or those that have start and end dates outside of the regular full-term can be found on the Registrar's website
- Deadline to drop full-term classes and receive a W on the transcript is week 10 in fall and spring and week 6 in summer
- Dropping classes in week 11-13 in fall and spring and weeks 7-8 in summer require instructor and advisor authorization. WP or WF will be assigned by faculty
- Classes cannot be dropped after week 13 in fall and spring and week 8 in summer

**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