

Instructions

Please complete form and return to Enrollment Services Center. If form is incomplete or written illegibly, it will not be accepted. Registration holds will delay processing of this form. Students must address these holds prior to delivering form. By signing the form the student agrees that all information provided is accurate and is allowing the Enrollment Services Center to make these changes to the student's record on their behalf.

For **Adding or Changing** courses, submit this form under the following circumstances:

1. **Prior to and through Week 1**- Requires instructor's signature to override course restrictions (ie pre-requisites, full courses, level or major restrictions, etc.) Advisor's signature required for all credit overload.
2. **Week 2**- Requires instructor's signature for *all courses*.
3. **Weeks 3 and 4**- Requires both instructor and Department Chair's signatures *and* a \$100 late fee will be assessed.
4. **After Week 4**- Courses may not be added after fourth week- requests must be submitted as an Academic Appeal.
5. **Last Day for Grading Option Change**- Friday by 5 pm of the seventh week of the term.

For **Dropping** Courses, visit the Academic Calendar at sou.edu/enrollment/calendar.html to view specific deadlines, including last day to drop courses for 100% tuition and fee credit (no refunds issued after this deadline).

If these conditions do not apply, you may add and drop courses through my.sou.edu. *Remember, it is good practice to review your account regularly to check accuracy of changes and address inconsistencies.*

Student ID #: _____ Term: Fall Winter Spring Summer Year: _____

Last Name: _____ First Name: _____ MI: _____

Phone Number: _____ Advisor Name: _____

Student Signature: _____

Added Courses

CRN	Subject & Course #	Credit Hours	Option: G or P/NP	Instructor Name (Print)	Instructor Signature
EXAMPLE 0000 →	BA 100	4	G	Jane Smith	<i>Jane Smith</i>

Dropped Courses (Dropping courses may impact Financial Aid)

CRN	Subject & Course #
EXAMPLE 0000 →	BA 100

CRN	Subject & Course #

Dept. Chair's signature required for adds after Week 2

Advisor signature required for credit overload only