REGISTRATION

Drop/Add

Procedure Guidelines

FALL/SPRING Semesters: (16 weeks) Last Day to Drop/Add- 12th Class Day
➢ 1st – 4th class days: No signatures for drops or adds
➢ After 4th class day: Instructor & COB Dean Signature required to ADD.

SUMMER SEMESTER (5 weeks) Last Day to Drop/Add – 4th Class Day
➢ 1st – 2nd class days: No signatures for drops or adds
➢ After 2nd class day: Instructor & COB Dean Signature required to ADD.

MINI TERMS: (13 Days) Last Day to Drop/Add – 2nd Class Day
➢ 1st class day, students must withdraw since they are only in one course
➢ 1st – 2nd class days: No signatures for drops or adds
➢ After 2nd class day: Instructor & COB Dean Signature required to ADD.

Please Note:
Once Registration closes, students should not be permitted to ADD any courses with the exception of those who were dropped for non-payment.
A form is available for reinstatement.

Students dropped for nonpayment have until the following days to get reinstated and paid.

Fall/Spring: 20th Class Day
Summer: 15th Class Day
No extension for mini terms