

REGISTRATION  
Drop/Add  
Procedure Guidelines

**FALL/SPRING Semesters: (16 weeks) Last Day to Drop/Add- 12<sup>th</sup> Class Day**

- **1<sup>st</sup> – 4<sup>th</sup> class days: No signatures for drops or adds**
- **After 4<sup>th</sup> class day: Instructor & COB Dean Signature required to ADD.**

**SUMMER SEMESTER (5 weeks) Last Day to Drop/Add – 4<sup>th</sup> Class Day**

- **1<sup>st</sup> – 2<sup>nd</sup> class days: No signatures for drops or adds**
- **After 2<sup>nd</sup> class day: Instructor & COB Dean Signature required to ADD.**

**MINI TERMS: (13 Days) Last Day to Drop/Add – 2<sup>nd</sup> Class Day**

- **1<sup>st</sup> class day, students must withdraw since they are only in one course**
- **1<sup>st</sup> – 2<sup>nd</sup> class days: No signatures for drops or adds**
- **After 2<sup>nd</sup> 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: 20<sup>th</sup> Class Day**

**Summer: 15<sup>th</sup> Class Day**

**No extension for mini terms**