

## ADD/DROP FORM

Enrollment Services Center  
541-552-6600; [esc@sou.edu](mailto:esc@sou.edu)

Monday-Thursday 9 a.m.-5 p.m, Friday 10 a.m.-5 p.m.

### Instructions

Please complete form and return to Enrollment Services Center. If form does not have all required information or if it is written illegibly, it may delay processing.

You are only required to submit this form in 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 (over 18 credits). **Over 21 credits requires approval by Registrar.**
2. **Week 2**- Requires instructor's signature to add or change **all courses**.
3. **Weeks 3 and 4**- Requires both instructor and Program Chair's (formerly called Dept. Chair) signatures **and** a \$100 late fee will be assessed.
4. **After Week 4**- Courses may not be added after fourth week- special requests must be submitted as an Academic Appeal.

If these conditions do not apply, you may add and drop courses through [my.sou.edu](http://my.sou.edu).

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See reverse for instructions

Student ID #: \_\_\_\_\_ Term:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Photo ID is require to process this form.

**Advisor signature required for credit overload only  
(over 18 credits-undergrads, 16 credits-graduates)**

\*Credit overloads in excess of 21 require Registrar's approval

**Added Courses**

CRN	Subject & Course #	Credit Hours	Option: G or P/NP	Instructor's Signature
<i>EXAMPLE</i> 0000	BA 100	4	G	Jane Smith

**Dropped Courses** (Dropping courses may impact Financial Aid)

CRN	Subject & Course #
<i>EXAMPLE</i> 0000	BA 100

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Program Chair's signature required for adds after Week 2

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