

Instructions

Adding a Class

- Once registration is opened, each continuing student has an appointment time assigned to begin enrolling. Students may add classes through Canelink before the posted deadlines. (Click [here](#) for the most recent Academic Calendar)
- If a class is full or requires instructor consent, the student must obtain permission from the professor and or the appropriate department offering the course
- If there is a time conflict, the signatures of the instructors affected by the conflict is required. This is to ensure they have been informed of the conflict and approve of enrollment. (The student **MUST** provide email confirmation from the instructor of the course in which the student will be leaving early from or arriving late to)
- The approval signatures should be placed in the **COMMENTS AND/OR OVERRIDE SIGNATURES** section along with the reason for the override

Dropping a Class

Students can drop a class in Canelink until the last day to drop a course without a grade. Dropping all classes is considered withdrawal from the university and needs to be done with a [Success vocate](#).

**Before students drop a course, they should consider any possible impact on status, eligibility, and services. We strongly advise that they contact their Cane Navigator, applicable offices such as Canes Central, Veterans Services, Residential Life, Athletics, and International Student and Scholar Services before dropping below 12 credits.*

Completing the Drop/Add Form

- Students must complete the student portion of the form
- Students must obtain approval and signature of their Cane Navigator to:
 - o obtain approval for enrolling in over 18 credits
 - o determine whether additional forms are required
- Students must obtain approval and signature of the academic dean to:
 - o enroll in over 19 credits
 - o backdate add/drop due to extenuating circumstances
- The following will expand on the sections in the Drop/Add form that are numbered 1-6:
 1. **TERM** (2231) 223 – is the year 2023, 1 – month of January (term began)
 - a. Fall 2023 will be **2238** (223- is the year and 8- month of August (term began))
 2. **School/Level/Class** – UGMS
 3. Instructor signature required for the following:
 - a. Time Conflicts
 - b. Class Permission (Instructor’s Consent)
 - c. Requisites
 4. Justification required for the following requests:
 - a. All retroactive requests
 - b. Students must fill in the following statement when taking over 18 credits: “I understand it is not recommended to take more than 18 credits and will drop a course as needed or necessary”
 - c. Description explaining the reason for the retro request
 5. Dean’s signature is required for all requests submitted after the drop deadline
 6. Student’s signature is required in order to process any request

The form must include all signatures and completion of each area indicated to be accepted by Canes Central. The registration changes are not considered complete until Canes Central has processed the form.

DROP/ADD FORM

For Office Use Only	TERM
RGCHCOUR	
Major/Minor	EFFECTIVE DATE

Student Number	Student Name (Last, First, Middle Initial)	School/Level/Class	Major/Minor	EFFECTIVE DATE
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Email address _____ Please leave a number where you may be reached if we have any questions regarding your registration: _____

DROPS							ADDS							
UNDERGRADUATES: DROPPING BELOW 12 CREDITS MAY JEOPARDIZE YOUR FINANCIAL AID														
DEPT	COURSE #	SECTION	# OF CREDITS	U / G	CREDIT ONLY	COMMENTS AND/OR RETROACTIVE DATES	DEPT	COURSE #	SECTION	# OF CREDITS	U / G	CREDIT ONLY	AUDIT	COMMENTS AND/OR OVERRIDE SIGNATURES

COMMENTS:
NOTE: JUSTIFICATION MUST BE PROVIDED BY THE DEAN WHEN FEES ARE WAIVED OR RETROACTIVE DATES RECOMMENDED (PLEASE INCLUDE SIGNATURE).

Complete Withdrawal: As a result of dropping these courses the student will be withdrawn from the University for this semester: Yes No

- REASON FOR COMPLETE WITHDRAWAL: (CHECK ONE)
- Academic Difficulty
 - Deceased
 - Employment
 - Financial Difficulty
 - Health
 - Never Attended Current Term
 - Not Returning to UM
 - Personal / Transfer / Marriage
 - Study Abroad
 - Withdrawn
 - Withdrawn By University, Ineligible To Return To Any Program

DEAN _____ DATE _____

ADVISOR _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

Note: Dean's signature required for credit overload, dropping or adding after the deadline, backdating and exceptions within individual schools.

Maximum number of credits approved by Dean: _____

FOR REGISTRATION USE ONLY

PROCESSED BY: _____

DATE PROCESSED: _____

REGISTRAR COPY