

# Undergraduate Add/Drop Course Registration, OVERRIDE AND OVERLOAD FORM

Office of the Registrar 181 White Street, Old Main 102 Danbury, CT 06810 Phone: [203] 837-9200

Fax: (203) 837-9049 www.wcsu.edu/registrar

| emester: 🔲 Fall 🔲 Intersession                                | Spring Summer I              | Summer I Summer II Summer III WCSU ID:  |
|---|------------------------------|---|
| Vame:   |                              | Date of Birth:  |
| LAST  | FIRST                        | MI  |
| Najor:  | Current Status:              | Current Status: ☐ Full-time (min. of 12 credits) ☐ Part-time (less than 12 credits) ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senic |
| tas your address changed? 🔲 No 🔲 Yes (please put new address) | Yes (please put new address) |   |
| OURSES TO ADD/DROP.   |                              |   |

It is the student's responsibility to know and follow course prerequisites and corequisites. Full-time students will be charged for each credit hour in excess of 18 at the part-time, non-refundable credit fee rate (see website for details). Be aware that dropping courses may have financial aid implications; please consult with the Office of Financial Aid & Student Employment for details. For up-to-date course availability, visit bannerweb.wcsu.edu/openclose. If an override is required, see below.

| ADD/DROP:   | <b>OVERRIDE:</b> (Signatures only needed for Overrides)                                   |                               |  |
|---|---|-------------------------------|--|
| ADD DROP 5-DIGIT CRN SUBJECT COURSE NO. 2- DIGIT SEC  | SECTION PRE-REG LATE REGISTRATION CLOSED WANTER (after Add/Drop period) FACULTY SIGNATURE | DEPARTMENT CHAIR'S SIGNATURE  | DEAN'S SIGNATURE [For any request submitted after the add/drop period only |
|   |   |                               |  |
|   |   |                               |  |
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|   |   |                               |  |
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|   |   |                               |  |
|   |   |                               |  |
| The Dean of your school must approve credit overloads in excess of 17.9 credits.  | JIHSDEAN'S SIGNATURE FOR CREDIT OVERLOADS   |                               | # OF CREDITS REQUESTED   |
| For classes requiring an Override, state reason(s) for adding course(s):  |   |                               |  |
|   |   |                               |  |
| I know that the above course will be added to my schedule if approved and that should I change my mind I will be responsible for dropping/withdrawing from this course. | d I change my mind I will be responsible for dropping/v                                   | rithdrawing from this course. |  |
| Student's signature:  |   | Date:                         |  |

|  | Instructor's Permission | Department Chair's Permission | Dean's Permission |
|--|-------------------------|-------------------------------|-------------------|
| Closed course                                    |                         | ×                             |                   |
| Prerequisite                                     |                         | ×                             |                   |
| Corequisite                                      |                         | ×                             |                   |
| All other course restrictions                    |                         | ×                             |                   |
| Late Add/Drop (1 week after Add/Drop)            | ×                       |                               |                   |
| Late Add/Drop (2 weeks after Add/Drop)           | ×                       | ×                             |                   |
| Late Add/Drop (3 weeks after Add/Drop)           | ×                       | ×                             | ×                 |
| Withdrawal after deadline and before finals week | ×                       |                               |                   |

Note: In some cases, students may be required to obtain more signatures than required on this grid.

#### **Student Athletes**

eligibility to participate in varsity athletics. Student athletes should discuss any adjustments in their academic schedule with their coach or Athletic Director. Student athletes who fall beneath full-time status may lose their

## **Full-time/Part-time Status**

Full-time status is defined by the university as anyone enrolled in 12 or more credits during a regular semester.

Part-time status is defined by the university as anyone enrolled in less than 12 credits during a regular semester.

## **Student Responsibilities**

schedule. It is the student's responsibility to ensure that this form has been completed and submitted to the Registrar's Office. The Registrar's Office will provide students with an updated

### Repeating a course

There are times when a student must repeat a course in order to earn a higher grade. Although the repeated classes appear on a student's transcript, only the higher grade will be calculated into the student's cumulative GPA. This can only be done up to 17 credits throughout the student's academic career. After reaching the 17 repeat credit limit, any grades earned in each repeated course will be averaged into the student's cumulative GPA.