

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 get permission from the professor and the appropriate department to add the class.
- 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 through [Cane Success](#).

**Before students drop a course, they should consider any possible impact on status, eligibility, and services. We strongly advise that they contact their advisor, applicable offices such as Student Accounts, Financial Aid, 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 academic advisor 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 (reason must be explained in comments section above the Dean's signature)
- 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"
 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 the Office of the University Registrar. The registration changes are not considered complete until the Office of the University Registrar has processed the form.

*Required Field

DROP/ADD FORM

For Office Use
RGCHCOUR

TERM

* 2231 #1

* Student Number (C#)

C02401436

* Student Name (Last, First, Middle Initial)

Doe, Jane E.

* School/Level/Class

#2 UGMS

* Major/Minor

Insert Your Major

* EFFECTIVE DATE

Date of Completion

Email address

jdoe@miami.edu

Phone Number: Please leave a number where you may be reached if we have any questions regarding your registration:

DROPS

UNDERGRADUATES: DROPPING BELOW 12 CREDITS MAY JEOPARDIZE YOUR FINANCIAL AID

ADDS

Subject	Section	Class #*	# OF CREDITS	U / G	CREDIT ONLY	COMMENTS AND OR OVERRIDE SIGNATURES	Subject	Section	Class #*	# OF CREDITS	U / G	CREDIT ONLY	COMMENTS AND/OR OVERRIDE SIGNATURES	REASON FOR OVERRIDE PLEASE CHECK & INITIAL
							MSC 114	E	1234	3	U		**Instructor's Signature**	<input type="checkbox"/> Time Conflict <input type="checkbox"/> Requisites <input type="checkbox"/> Closed Class <input checked="" type="checkbox"/> Class Permission <input type="checkbox"/> Unit Load
														#3 <input type="checkbox"/> Time Conflict <input type="checkbox"/> Requisites <input type="checkbox"/> Closed Class <input type="checkbox"/> Class Permission <input type="checkbox"/> Unit Load
														<input type="checkbox"/> Time Conflict <input type="checkbox"/> Requisites <input type="checkbox"/> Closed Class <input type="checkbox"/> Class Permission <input type="checkbox"/> Unit Load
														<input type="checkbox"/> Time Conflict <input type="checkbox"/> Requisites <input type="checkbox"/> Closed Class <input type="checkbox"/> Class Permission <input type="checkbox"/> Unit Load
														<input type="checkbox"/> Time Conflict <input type="checkbox"/> Requisites <input type="checkbox"/> Closed Class <input type="checkbox"/> Class Permission <input type="checkbox"/> Unit Load
														<input type="checkbox"/> Time Conflict <input type="checkbox"/> Requisites <input type="checkbox"/> Closed Class <input type="checkbox"/> Class Permission <input type="checkbox"/> Unit Load

COMMENTS:

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

#4

#5

DEAN SIGNATURE

DEAN PRINT NAME

DATE

PHONE NUMBER

Maximum number of

Credits approved by Dean: _____

#6

Signature Required

ADVISOR SIGNATURE

Name Required

ADVISOR PRINT NAME

Date Required

DATE

Number Required

PHONE NUMBER

#7

Signature Required

STUDENT SIGNATURE

Date Required

DATE

ATHLETICS PERMISSION SIGNATURE:

FOR REGISTRATION ONLY:

PROCESSED BY: _____

DATE: _____

I ACCEPT THE FINANCIAL TERMS OF ENROLLMENT AND TITLE IV NOTIFICATION

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

REGISTRAR COPY