

Drop/Add Procedures

After you have submitted your registration for a given semester to the Registrar's Office, you may make changes to your registration during the first two weeks of classes. Note that any course changes are subject to the approval of your academic advisor.

Courses may be ADDED through the end of the first week of classes; courses may be DROPPED (no financial or academic penalty) through the end of the second week of classes. Please consult the Academic Calendar for each semester's specific "last dates" to Drop and Add coursework.

You are permitted one change without incurring additional fees. Each subsequent change will incur a \$15 fee, billed to your Seminary account. (One change equals one retrieval of your registration form, Add/Drops indicated, and re-submission to the Registrar's Office as noted below.)

The procedures are as follows:

1. Retrieve your original registration form from the Registrar's Office. Make changes in office.
2. TO ADD: Write the course to be added on the next available line; initial and date the addition.
3. TO DROP: Draw a line through the course to dropped; initial and date the change.
4. ADJUST TOTAL UNITS on designated line; initial & date.
5. Place the corrected registration form in designated box in Registrar's Office.