All students are able to drop and add (open courses) online through 4:30 p.m. September 4. If a student wants to add a closed course or one where they have not met the prerequisites and add form must be filled out. The add form can be found on the registrar’s website under academic forms.

The registrar’s office will take student generated requests which have been approved by faculty by e-mail for adding to closed courses and overriding prerequisites. Please make sure all information about the course is included with the e-mail, and be specific with the language about adding students to a course that is closed, and overriding any prerequisites.