

Adding Classes

For most classes, the add period is the first two days of the semester. For evening classes and those beginning later in the term, the add period is considered to be through the first class meeting.

Adding a Class After Classes Have Begun

Students wishing to add a class that has met more than once must complete a Drop/Add/Withdrawal Form, available in Student Services. Students may not add a course after the add period on the Schedule of Courses unless the following procedure is followed:

1. The student should complete the Drop/Add/Withdrawal Form, which will route to the appropriate division dean.
2. The dean, after consulting with the faculty, should deny the request, if he or she thinks the student has missed too much class to be successful.
3. If the dean, after consulting with the faculty, thinks the student can start the class and be successful, the dean will accept the form and discuss the petition with the executive vice president.
4. The executive vice president will either approve or deny the request and direct the dean to communicate the decision to the student.
5. If approved, the form will be delivered to the registrar, who will add the student to the course.
6. If denied, the dean will communicate the decision to the student. ([Procedure 3.01.10](#))