

Add / Drop / Audit

Instructions

Students who wish to Add, Drop or take a class for Audit must obtain approval from the department offering the class. Approval signifies that the class/es listed below can be added or dropped, or is available for an audit grade. Enrollment depends upon availability.

- Audited classes carry no credit and do not apply toward graduation requirements, or enrollment status.
- Add/drop forms are processed by the department offering the course during open enrollment and the add/drop period.
- If a class needs to be added or dropped after the add/drop period, return the form to your home department for Dean's signature. Your home department will forward the form to the Registrar's Office for processing.
- Degree-seeking students who are dropping all of their courses must use a Leave of Absence/Institute Withdrawal form.

General Information

Please Type

University ID Number _____ Name _____
 Last First MI
 Contact Information
 Day (8:30 am -5 pm) ____/____-____ Cell ____/____-____ E-mail _____
 Academic Program _____ Academic Plan _____ Term _____

add	drop	audit	class no.	subject	catalog	section	units	course title/description	signature of dept. offering course/date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____

Remarks: State reason for exception if beyond the Add/Drop period. Signature required if Add/Drop period has ended.

Home Department Dean: Print _____ Email _____@rit.edu
 Signature _____ Date _____

Students requesting to enroll in more than 18 units must obtain permission from their home department.

Home Department Signature: Print _____ Email _____@rit.edu
 Signature _____ Date _____

Registrar's Office Use Only

REG - Add/Drop/Audit

Date Received _____ SFS review: approved
 Date Processed _____ Return to Department - This form cannot be processed. Financial Commitment has not been made per SFS.
 Processed By _____ Signature _____ Date _____