Form is to be completed for: adding courses, dropping courses prior to the deadline, variable credit adjustments, overrides, co- /pre-requisites overrides, enrollment limit override, and auditing. A department stamp is required for all requests. Requests without a department stamp will not be accepted. Complete a Student Petition form to drop courses after the deadline.

Student Name: _________________________________________________ Panther ID: ________________________________
(Print Last, First)

Term (Circle One) & Year: Fall  Spring  Summer  20_____

X____________________________________ Date: __________________________

Student’s Signature  By Signing above I am agreeing to the Terms & Conditions on the back of this document.

### ADDS

<table>
<thead>
<tr>
<th>Class Number:</th>
<th>Subject: ENC</th>
<th>Course Number:</th>
<th>Grading Option:</th>
<th>Course credits:</th>
</tr>
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<tbody>
<tr>
<td>12345</td>
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<td>1101</td>
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### DROPS

<table>
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<th>Class Number:</th>
<th>Subject: ENC</th>
<th>Course Number:</th>
<th>Grading Option:</th>
<th>Course credits:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td></td>
<td>1101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following signatures may be required when requesting to add or drop a course.

Professor’s Name  Signature  Date  

___ Auditing a course. An audit request must be made at the time the course was enrolled.

___ Adding to a closed class. Requests can only be granted if the room capacity has not been met.

Advisor’s Name  Signature  Date  

___ Overriding a prerequisite not met.

___ Dropping a co-requisite course.

___ Other (Please specify reason for add/drop on separate document).

Dean’s Name  Signature  Date  

___ Undergraduate student requesting to enroll for 19 credits or more.

Note: Graduate students requesting to enroll for 16 credits or more will need to prior approval. Do not complete this form. Visit your academic department for more information.

**OneStop Internal Process** (Check off if student is one of the following):

___ **Financial Aid** (If dropping below half time, must complete Financial Aid Drop form)

___ **International Student** (If dropping all courses, student must complete the withdrawal form and have it signed off by ISSS. An international student cannot drop a course with a DR grade if they are only enrolled in 12 credits)

___ **Veteran** (If adding /dropping, students must report this to the veteran’s office)

___ **Student-Athlete** (Course (s) cannot be dropped without written permission from Athletics Compliance or SAAC)

Processed by: ___________________________ Date: ______________________

**SUBMISSION INSTRUCTIONS**

1) Submit form to a OneStop Enrollment Coordinator in:
   MMC, SASC Building, 1st Floor; Phone: 305-348-7000
   BBC, AC1 100; Phone: 305-348-7000

Rev. August 2019
ENROLLMENT ADJUSTMENT
(Add/Drop Form)

Terms and Conditions

I acknowledge and accept that as a student at Florida International University, in consideration for my enrollment in classes, I understand and agree to the following terms and condition.

1. I am aware that tuition and fees are set forth in FIU Regulation 1101 - Tuition and Fees Schedule.
2. I am responsible for my own enrollment and for adhering to all published deadlines.
3. I am responsible for the payment of any class for which I register or have authorized a university representative to register me. If I initiate registration for the semester on or after the first day of classes, I will be assessed the Late Registration Fee specified in FIU’s Regulation 1101.
4. I must drop any class I do not want on my permanent record by the end of the Add/Drop period, as published by the university’s Academic Calendar. I will refer to the Academic Calendar for all relevant deadlines.
5. I am financially liable for tuition and fees for all classes I drop after the applicable Add/Drop deadline, and understand that I will receive a permanent DR grade on my transcript for such classes.
6. If my tuition and fees are not paid timely and I have not made the appropriate payment arrangements by the designated deadline, my account will be considered delinquent.
   a. I understand that should my account become delinquent, collection efforts will be made and that I will be responsible for the costs of the collection efforts. Additionally, should a collection agency be engaged, I understand that I will be responsible for any fees charged by the collection agency.
   b. I understand that my classes MAY be dropped for non-payment, and that I will have a limited amount of time to be reinstated into my classes, subject to any applicable fees.
7. I understand that should my account become delinquent, a hold will be placed on my records which will prevent me from requesting transcripts, receiving grades or registering for future terms until the account is settled.
8. I am aware that I have six months after a semester ends to submit an appeal to drop/withdraw from classes with proper documentation.
9. I am aware that any changes made to my enrollment could impact any financial aid, scholarships, veterans benefits, athletic eligibility, and international student status.
10. I am aware that all official University communications will be sent to my FIU student email account. I also understand that all student-initiated communications to Enrollment Services must be sent via my FIU student email account.

X____________________________________________________________________________________
Student’s Signature By Signing above I am agreeing to the Terms & Conditions listen above       Date: ___________________________

FIU has an emergency notification system in place, known as FIU Alert, to alert the FIU community should an emergency arise on campus that poses an immediate threat to life safety. One component of this system uses cellphone text messaging. Please submit YOUR cell phone number below to receive emergency text notifications. Standard text messaging charges may apply. If you would like to learn more about all of the components of FIU Alert, please visit http://dem.fiu.edu.

FIU Alert - Please enter a cellular phone number that can receive text messages (SMS). If this number cannot receive text messages you may still receive voice calls from FIU Alert.

Emergency Notification Information
Cell Phone Number ______________________________ or Additional Phone Number ______________________________

SUBMISSION INSTRUCTIONS

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Rev. August 2019