

*Form is to be completed for: add/drops prior to deadline, variable-credit adjustments, course permissions, co/pre-requisite override, undergraduate overload enrollment, and auditing. Please note: OneStop cannot process your request if you have a hold on your account that prevents add/drop activity. **Departmental stamp is required for all requests.***

Student Name: _____ Panther ID: _____
(Print Last, First)

Term (Circle One): Fall Spring Summer 20_____

Please select those that apply:

- 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)
- Housing** (If dropping below 6 credits, student will not maintain eligibility for on-campus housing)

Have you previously taken this course and received a grade of "C" or higher? *Yes ___ No___

**Note: If yes, please do not fill out this form. You will need to meet with your academic advisor for the appropriate form.*

X _____ Date: _____
Student's Signature By signing above I am agreeing to the Terms & Conditions on the back of this document.

ADDS

Class Number:	Subject:	Course Number:	Grading Option:	Course credits:
12345	ENC	1101		

DROPS

Class Number:	Subject:	Course Number:	Grading Option:	Course credits:
12345	ENC	1101		

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. Professor **MUST** attach written confirmation on a separate document.
 ___ Adding to a closed class. Requests can only be granted if the room capacity has not been met.
 ___ Adding to a class that has a time conflict. Professor providing accommodation **MUST** attach written confirmation on a separate document.

Academic Advisor's Name Signature Date
 ___ Overriding a prerequisite not met.
 ___ Dropping a co-requisite course.
 ___ Department consent required. Please be advised a written request may be requested.
 ___ Other (Please specify reason for add/drop on separate document).

Academic Dean's Designee 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 initiate a request with their academic department.



SUBMISSION INSTRUCTIONS

- 1) Login to your my.fiu.edu
- 2) Click on Student Tools Tile
- 3) Click on Document Upload
- 4) Select: REGISTRATION, ENROLLMENT ADJUSTMENT from dropdown menus
- 5) Attach form AND required supporting documentation (if necessary)
- 6) Submit

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 timely paid 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.
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 listed above**

Date: _____

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