SUFFOLK UNIVERSITY BOSTON

University Registrar's Office
Course Add/Drop Form

NOTE: This form can only be used to modify an existing schedule.

Student ID# _____   Date _____

Semester: _____

Name _____
         Last   First

Mobile Phone (_____) _____

E-Mail Address _____

Instructions:

An instructor's signature is required to add a closed course, override a prerequisite, or to add a course after the online add period has closed. Once completed, this form must be submitted to the Office of the Registrar for processing:

- Faculty should follow override guidelines set by their academic departments.
- Students should obtain information regarding the Tuition Liability Policy through the Office of the Bursar or at www.suffolk.edu/bursar.

Add Course

	Dept.	Course#	Section#	Title	Instructor's Signature
Add #1					
Add #2					
Add #3					
Add #4					

Drop Course

	Dept.	Course#	Section#	Title
Drop #1				
Drop #2				
Drop #3				
Drop #4				

Faculty Notes / Override details (See reverse): _____
_____
_____
_____

Phone number 617-573-8430 / Fax number 617-573-8703

Before making changes refer to the information on the reverse side of this form

Effects of Adding & Dropping Courses

Tuition Effects:

If you drop a course, based on your course load, you may be responsible for **FORFEITURE CHARGES** — a percentage of tuition based on what point in the semester you drop. This policy also applies to total withdrawal from the University. Please refer to the bursar's website for a schedule of forfeiture charges at www.suffolk.edu/bursar.

Financial Aid Effects:

- A change in your enrollment status may result in a revised financial aid award. Mass Grant, Gilbert Grant and numerous other financial aid programs require **FULL-TIME** enrollment. Refer to the "Everything you need to know about your award letter" brochure at the financial aid section of the Suffolk website for details.

- Contact your financial aid counselor regarding impact of aid if repeating a course.

- You must be enrolled for AT LEAST 6 CREDITS to be eligible for most forms of financial aid.

Contact your Financial Aid Counselor to determine how dropping or adding a course may impact your financial aid.

Faculty Information – Prerequisite Override:

Faculty have a responsibility to follow departmental practices when overriding a course prerequisite and should consult with their Department Chairperson for any questions regarding these exceptions. Procedures may vary across departments and/or courses depending on the prerequisite(s). The UG Academic Advising Center can assist a faculty member with determining the validity of the student's specific request but will not make a final decision on access to the course.