



COURSE DROP/ADD/CHANGE

OPTION A - Drop/Add online: FASTEST METHOD- Preferred Method

1. Log onto Edgewood Express > Student tab > Courses and Registration> Add/drop courses
2. Locate the desired course, Check the add box, Click add course
3. Check your schedule to ensure it is accurate

Online is UNAVAILABLE (use Option B or C below) if:

- Adding a course that is full - **instructor approval is required**
- Adding a course where **instructor approval is required**
- Adding a course after the online drop/add period is closed **instructor approval is required**
- Dropping a course after the online drop/add period is closed
- Time conflict between two courses
- Course load exceeds 18 credits- **Associate Academic Dean approval is required**

OPTION B- Email submission- If drop/add online is unavailable

1. Student completes this form.
2. Determine if instructor approval is required (see above).
 - a. If add approval is required, student attaches this form and emails instructor of the course.
 - b. If NO add approval is required or dropping a course, student attaches this form and emails FROM YOUR EDGEWOOD EMAIL to dropadd@edgewood.edu .

OPTION C- Paper submission- Print, sign, and submit to Edgewood Central DeRicci 210

Student Signature (Option C only) _____ Date: _____

Instructor Signature (if required) _____

DROP/ADD forms will be processed within 2 business days upon receipt at dropadd@edgewood.edu.

For faster processing, please use either option A or option C.

TERM:	YEAR: 20 _____			
ACTION	DEPARTMENT	COURSE #	SECTION	CREDITS

I understand that, once I add a course, I am officially registered for that course and I am responsible for all tuition and fees associated with the course. I further understand that notifying the instructor or another college official of my intention to drop a course does not constitute officially dropping the course. I am aware of the refund schedule in instances of dropping a course (Edgewood Express > My Account Info> Tuition Adjustments and Refund Deadlines (for the current academic year)).

Instructor's Instructions:

If **GRANTING** the student approval to add the course,

1. Forward the form to dropadd@edgewood.edu **from your Edgewood Email** indicating the student is approved to be in the course.
2. Copy the student on the email.

If **DENYING** the student approval to add the course,

1. Reply to the student indicating they cannot be in the course.