

**Drop/Add Procedures after the Schedule Adjustment period – effective March 20, 2009;  
revised September 3, 2009**

**1. Free Drops**

A student who wants to drop a course and has free drops remaining must fill out the CALS Undergraduate Drop Form, see their adviser for a signature, and then bring the signed form to 2002 McCarty D to see either Emelie or James. The course will be dropped using ISIS in our office. The Registrar's Course Schedule Change Form is no longer required.

**2. Third (or more Drops)**

A student who wants to drop a course and does not have free drops remaining must fill out the CALS Petition for Third Course Drop Form, see their adviser for a signature, and then make an appointment to see Dr. Rieger. Approved drops will be processed in the CALS Dean's Office. The Registrar's Course Schedule Change Form is no longer required.

**3. Late Adds**

A student who wishes to add a course after the schedule adjustment period must fill out the CALS Undergraduate Late Add/Schedule Change Form. The student must obtain approval from the instructor or department offering the course and the department must give permission to add the courses in ISIS. The student then needs to see their adviser for a signature on the CALS form and then see Emelie in our office. Emelie will determine if the student needs to see Dr. Rieger before the add can be processed. If the course is approved and the department has given permission, the add will be made using ISIS in our office. Fees must be paid within 48 hours of adding the course to avoid a late payment penalty.

**4. Schedule Corrections**

A student who needs to change sections of the same course or make another schedule adjustment such as changing from MAC 2311 to MAC 1147 or from CHM 2045 to CHM 1025 must fill out the CALS Undergraduate Late Add/Schedule Change Form. The student must obtain approval from the instructor or department offering the course being added and the department must give permission to add the courses in ISIS. The student then needs to see their adviser for a signature on the CALS form and then bring the form to 2002 McCarty D to see either Emelie or James. If the department has given permission for the add, the schedule change will be processed in our office using ISIS.