Complete and return this form to:
University of Rochester - Simon Business School
Office of the Registrar
305 Schlegel Hall
registrar@simon.rochester.edu
Phone: (585) 275-3533 / Fax: (585) 271-3907

ADD/DROP FORM

Directions:

- *Adding and dropping classes should normally be done online through the Simon Information System. This form should be used by Simon School students only if a class requires instructor permission to add or drop **during the add/drop period**.*
- *If you are dropping a class after the add/drop period has ended, please use the Course Withdrawal Form.*
- *If you are repeating a course previously taken or withdrawn from, please use the Repeat Course Form.*
- *If you are not a Simon School student, please use the Registration for Non-Simon Students Form.*
- *This form must be signed by the instructor or include an attached email with the instructor's approval.*

Student Name: _____ **UID#**: _____
Please print Last First MI

Student Signature: _____ **Date**: _____
month/day/year

Program: _____

Advisor's Signature: _____ _____ _____
Date *Print Name*

Quarter: ☐ Fall ☐ Winter ☐ Spring ☐ Summer Academic Year: _____

ADDS:

Course Number/Section/Title	Instructor's Signature	Print Instructor's Name
1. _____	_____	_____
2. _____	_____	_____

☐ Full-time Students: Check this box if this increases your credit load to over 12 hours for the quarter. Permission from your advisor is required.

☐ Part-time Students: Check this box if this increases your credit load to over 6 hours for the quarter. Permission from your advisor is required.

DROPS:

Course Number/Section/Title	Instructor's Signature	Print Instructor's Name
1. _____	_____	_____
2. _____	_____	_____

☐ Full-time Students: Check this box if this decreases your credit load to less than 12 hours for the quarter. Permission from your advisor is required

☐ Part-time Students: Check this box if this decreases your credit load to 0 hours for the quarter. You must work with your Advisor to submit a Change of Status to Leave of Absence or Withdrawal from School.

Registrar's Office Use Only

Revision: 10/2016

Date Received: _____ Date Processed: _____ By: _____ No hold: _____ Over/under load noted: _____