ADD/DROP INFORMATION

ADDING A COURSE

Full semester courses may be added by the following procedures. See KEY DATES for mini and half semester course deadlines.

1. **Register Online:** From the 1st through the 5th class day of the semester. You may not register online if:
- The course is closed.
- The course requires special permission.
- The course is reserved for students in a specific major.
- You have not met the course pre-requisite.
- The course is a first mini or first half semester course.
- You have a hold.
  Courses which fall into any of theses categories must be added using the add/drop form.
  Do not exit the registration web site without printing your schedule, it is your only receipt.

2. **Add/Drop Form:** For courses you can't add online, the instructor's signature is required on the add/drop form. The completed form MUST be brought to the Registrar's Office for processing.
   Do not leave the Registrar's Office without your printed schedule, it is your only receipt.

   Beginning on the 6th class day until the 10th class day the instructors signature is required to add ALL courses. IF YOU ARE NOT REGISTERED IN A COURSE BY THE 10th CLASS DAY, YOU WILL NOT RECEIVE CREDIT OR A GRADE FOR THAT COURSE.

DROPPING A COURSE

Full semester courses may be dropped using the following procedures. See KEY DATES for mini and half semester course deadlines.

1. **Drop a Course Online:** From the 1st through the 5th class day of the semester. You will not be able to drop course online if you have a HOLD on your record.

2. **Add/Drop Form:** Beginning on the 6th class day until the last day to drop a course, complete the drop course section of this form. The completed form MUST be brought to the Registrar's Office for processing in order to add or drop a course. A "W" grade is assigned and a $20.00 fee is assessed. You do not need the instructor's signature to drop a course.

IF YOU ARE STILL REGISTERED IN A COURSE AFTER THE LAST DAY TO DROP A COURSE, YOU ARE COMMITTED TO THE COURSE AND YOU WILL RECEIVE ACADEMIC GRADES (NOT W'S).

Beginning on the 6th class day, all add and drops processed for full semester courses will be assessed a $20.00 late add/drop fee. See KEY DATES for deadlines pertaining to mini and half semester courses.

YOU are responsible for your own registration. An instructor adding or deleting your name from a roster does not constitute an official Add or Drop. You must make your schedule adjustments either online or process an add/drop form through the Registrar's Office in order to officially add or drop a course. Schedule adjustments for non-degree undergraduate and non-degree graduate students must be processed through the Office of Continuing Education.

Students who wish to drop their entire course load may not use the Add/Drop form. Undergraduate students need to process a Voluntary Withdrawal Form with the Student Development Office (Netzer 119). Non-degree undergraduates and all graduate students need to report withdrawals to the Office of Continuing Education.

PASS/FAIL OPTION RESTRICTIONS

1. A student must have completed one full semester's work at Oneonta to be eligible to opt for Pass/Fail grading in academic courses.
   EXCEPTION: P. E. activity courses may be opted for Pass/Fail grading during the first semester.

2. Courses noted as **A-E** in the grading mode column may not be taken Pass/Fail.

3. Only one course per semester (to a total of 4 during a student's academic career) may be opted for Pass/Fail grading. This does not include courses which are offered as Pass/Fail only. (Noted as P/F in the grading mode column.)

In addition to the maximum of 4 academic courses, a student may also opt for a maximum of 4 s.h. of Pass/Fail grading in P. E. Activity courses during his/her career.

4. Courses being taken to fulfill General Education, major, concentration and/or minor requirements may not be opted for Pass/Fail grading. Related Work may be taken Pass/Fail (except for Education majors).

5. Hours graded Pass/Fail are not included in the computation of the G.P.A.

6. Check KEY DATES for deadlines for opting Pass/Fail grading or changing P/F back to letter grade.

ADD/DROP FORM
SUNY Oneonta

OFFICE USE ONLY

Term: ❑ Fall ❑ Spring ❑ Summer ❑ Winter   Year: _____

Student Name: _____
LAST NAME   FIRST NAME   MI

Student ID#: _____

ADD/CHANGE   *FACULTY USE ONLY*

CRN #	SUBJECT	COURSE #	GRADE MODE	S.H.
			❑ Letter ❑ P/F	

INSTRUCTOR SIGNATURE/DATE
❑ ADD (only if seats available)
❑ ADD (overriding all restrictions)

CRN #	SUBJECT	COURSE #	GRADE MODE	S.H.
			❑ Letter ❑ P/F	

INSTRUCTOR SIGNATURE/DATE
❑ ADD (only if seats available)
❑ ADD (overriding all restrictions)

CRN #	SUBJECT	COURSE #	GRADE MODE	S.H.
			❑ Letter ❑ P/F	

INSTRUCTOR SIGNATURE/DATE
❑ ADD (only if seats available)
❑ ADD (overriding all restrictions)

CRN #	SUBJECT	COURSE #	GRADE MODE	S.H.
			❑ Letter ❑ P/F	

INSTRUCTOR SIGNATURE/DATE
❑ ADD (only if seats available)
❑ ADD (overriding all restrictions)

CREDIT/COURSE OVERLOAD

Fall and Spring matriculated undergraduate students may register for a maximum number of credits as follows:
- 18 s.h. **only** when the student has a cumulative GPA below 3.00
- 21 s.h **maximum** when the student has a cumulative GPA of 3.00 or higher and receives approval from the department chair of the student's major

FALL/SPRING OVERLOAD PERMISSION

Student's current cumulative GPA: _____

Department Chair signature: _____   Date:
DEPARTMENT CHAIR OF STUDENT'S MAJOR
_____

DROP

Please drop me from the following course(s).			
CRN #	SUBJECT	COURSE #	SECTION #

Maximum number of credits allowed for **Summer and Winter** terms are as follows:
- 3 s.h. for sessions less than 5 weeks
- 6 s.h for 5 week sessions and/or overlapping sessions
- 13 s.h. for an entire summer term

Student Signature: _____   Date: _____

Note: Any unauthorized changes, altered dates or forged signatures will result in serious disciplinary action.