Bucknell
UNIVERSITY

DROP/ADD FORM
(see instructions below)

Name _____

College _____   **Class Year** _____

Student ID Number _____

FALL   SPRING   SUMMER
Please check the appropriate semester

_____
Student Signature

DROP

	CRN				Subject	Course Number	Sect.	Credit

ADD

	CRN				Subject	Course Number	Sect.	Credit	Instructor Signature (Required starting in 2nd week)	Date

INSTRUCTIONS

1. Online drop/add is available in Banner Web until the end of the first week of classes for all upper-class students. Registration pins are not required.

2. <u>During the second week of classes</u>, changes must be processed in the Registrar's Office. Instructor signatures are required for all added courses, including section/time changes. Adviser permission is not required.

3. All schedule changes (including section changes) must be processed in Banner Web, emailed to registrar@bucknell.edu or submitted to the Registrar's Office in Marts Hall.

4. If you are dropping below 4 credits you must get permission from your adviser and academic associate dean for a course underload. If you are going above 4.75 credits you must get adviser and associate dean's permission for a course overload. The Underload/Overload Request Form is available in *my*Bucknell.

5. **Adding courses for Audit:** Courses may be changed from credit to audit or audit to credit up until the 4th week of the semester. Changes to audit/credit require instructor and associate dean approval.