

# ADD / DROP FORM

## SOUTHERN OREGON UNIVERSITY

### ENROLLMENT SERVICES CENTER

541-552-6600; esc@sou.edu

Register online at my.sou.edu

Student ID Number: \_\_\_\_\_

Name (Last, First, MI): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Term:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

Week 1 - Instructor's signature only for restrictions. (Advisor's signature is required for all credit overloads.)

Week 2 - Instructor's signature required for all courses added/changed.

Week 3 and 4 – Instructor and Department Chair's signature required PLUS \$100 late fee will be assessed.

Classes **may not be added after the fourth week** of the term – special requests must be submitted as an Academic Appeal.

	CRN	Subj & Course # (ex. BA 100)	Hours	Opt:G or P/NP	Instructor's Signature
Courses to be <b>ADDED</b>					
Courses to be <b>DROPPED</b> <i>(Note: dropping may impact financial aid.)</i>	CRN	Subj & Course # (ex. BA 100)	CRN	Subj & Course # (ex. BA 100)	

Dept. Chair's signature also required for adds after second week

Advisor signature required for credit overload only

Rev 06/09

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