Adding/Dropping Classes Fall 2021

Adding Classes

Students are expected to add courses in their student center for the first two weeks of the semester. Those who receive an error should copy and paste it into a completed OnBase Add Petition.

Weeks 3-4:
- Student must submit a Petition in OnBase for instructor review.
- If approved, the instructor will sign and forward to the Department to process.

Week 5-6:
*Add requests are not approved after week 4 unless the student presents evidence of University error. To be considered, students must do the following:*
- Students must submit a petition in OnBase and attach a Student Statement Form to the instructor for review.
- If approved, the instructor will forward to the Department Chair for review.
- If approved, the Department Chair will forward to the College Dean for review.
- If approved, the Dean’s Office will forward to the Registrar’s office to process
- Please note: Student should follow up with the Registrar regarding enrollment and fees.

Dropping Classes

Weeks 1-2:

During the first 2 weeks of the semester, students should use their Student Center to drop any class they do not wish to complete.

* Administrative Drops

For synchronous classes, students who don’t attend two class meetings (or one meeting for once a week course) during the first two weeks of instruction, and have not contacted the instructor, may be removed from the course. Please note, it is not the responsibility of the instructor to drop the student.

For asynchronous classes, students who do not submit assignments and/or participate in online class activities during the first two weeks, and have not contacted the instructor, may be removed from the course. Please note, it is not the responsibility of the instructor to drop the student.

Weeks 3-4:
- Students must submit a petition in OnBase to the instructor for review.
- If approved, the instructor will forward to the Department Chair for review.
- If approved, the Department Chair will forward to the Department staff to process.
Weeks 5-6:

- Students must submit a petition in OnBase and attach a Student Statement Form for the instructor for review.
- If approved, the instructor will forward to Department Chair for review.
- If approved, the Department Chair will forward to the Registrar's Office to process.
- Note: Students should follow up with the Registrar regarding enrollment and fees.

Weeks 7-12:

- Students must submit a petition in OnBase, and attach a Student Statement Form to the instructor for review.
- If approved, the instructor will forward to the Department Chair for review.
- If approved, the Department Chair will forward to the College Dean to review and process.
- Note: Students should follow up with the Registrar regarding enrollment and fees.

Withdrawal is allowed after the 12th week of instruction only in exceptional cases, such as in cases of accident or serious illness where the cause is due to circumstances beyond the student’s control. All signatures are required and the student must meet with an Academic Advisor in the Academic Advising in the Academic Advising Center.

**Student Services Center**

**Forms**