



Add/Drop Form

STUDENT ADMINISTRATIVE SERVICES

Potsdam Campus: PO Box 5575, Potsdam, NY 13699-5575 | (315) 268-6451

Capital Region Campus: 80 Nott Terrace, Schenectady, NY 12308 | (518) 631-9835

INSTRUCTIONS ON REVERSE

- Fall 20__
- Winter Quarter 20__
- Spring 20__
- Summer 20__

- Attending at the Potsdam Campus
- Attending at the Capital Region Campus

Are you also a Union College undergraduate? Yes No

Name _____
Major _____

Student ID # _____
Phone _____

Please see reverse regarding important notes on full-time status, academic standing, insurance & financial aid.

DROP

Class #	Subject & Number	Section Number	Credit Hours	Instructor Signature*	Date
9999	CH 000	00	3	Professor XYZ	03/15/08

NOTES
example

ADD

Adding courses for which there is a time conflict requires instructor approval. Indicate "time conflict" in the notes field.

Class #	Subject & Number	Section Number	Credit Hours	Instructor Signature* or Permission Number	Date
9999	CH 000	00	3	Professor XYZ	01/15/08

NOTES
example

*See reverse for instructions on completing signature panels

FORMS SUBMITTED BY FAX, MAIL OR EMAIL WILL NOT BE ACCEPTED. STUDENT MUST TAKE FORM TO SAS IN PERSON.
(Distance students may submit electronically)

Student: _____ Date _____

Advisor (or Department Chair): _____ Date _____

Late Adds require the following approvals (see page 2 for definition of late add)

Department Chair: _____ Date _____

Academic Dean: _____ Date _____

SAS Distribution:	<input type="checkbox"/> Dean	<input type="checkbox"/> Department Chair
CRC Distribution:	<input type="checkbox"/> Nikki Gallucci	<input type="checkbox"/> Andrew Lentz (UC) <input type="checkbox"/> Lynne Connelly

IMPORTANT NOTICE REGARDING DROPPING COURSES:

Undergraduate Students whose academic program falls below 14 credits during the semester are ineligible for academic honors such as Dean's List; students whose academic program falls below 12 credits will not be considered full-time which may impact eligibility for health insurance (contact your insurance carrier) and/or financial aid (contact Student Administrative Services, 315-268-6527).

Semester-based courses:

- Adding and dropping classes is permitted online through PeopleSoft through the first 10 days of classes.
- Dropped classes will not appear on the transcript if dropped within the first 20 days of classes (an add/drop form is required after the 10th class day)
- Students may drop or withdraw from a course through the last class day. An add/drop form is required after the 10th class day
 - A "W" will appear on the transcript for all drops which occur between the 5th and 10th weeks of the semester.
 - An "LW" will appear on the transcript for all drops which occur after the 10th week of the semester.

Required Approvals

- **Adding Classes**
 - Through the first 10 class days: Advisor
 - After the 10th class day (late add): Advisor, instructor, department chair, dean

- **Dropping Classes**
 - Through the first 10 class days: Advisor
 - After the 10th class day: Advisor, instructor*

**The instructor's signature is required for verification, and does not denote approval*

Quarter-based courses:

- Adding or dropping classes is permitted online through PeopleSoft or MyCRC through the first 5 days of classes.
- Dropped classes will not appear on the transcript if dropped within the first 10 days of classes (an add/drop form is required after the 5th class day).
- Students may drop or withdraw from a course through the last class day. An add/drop form is required after the 5th class day.
 - A "W" will appear on the transcript for all drops which occur between the 3rd and 9th weeks of the quarter.
 - An "LW" will appear on the transcript for all drops which occur after the 9th week of the quarter.

Required Approvals

- **Adding Classes**
 - Through the first 5 class days: Advisor
 - After the 5th class day (late add): Advisor, instructor, department chair, dean

- **Dropping Classes**
 - Through the first 5 class days: Advisor
 - After the 5th class day: Advisor, instructor*

**The instructor's signature is required for verification, and does not denote approval*

Notwithstanding your academic Advisor's or department chair's signature, please note Clarkson Regulations III-U GRADUATION states, in part, "...each student is responsible for ascertaining and meeting the requirements for graduation."