

Name: _____ G #: _____ Semester _____ Year _____
Last First

Mason E-Mail: _____ Number of hours this semester (*before this adjustment*): _____

Signature of Student _____ Date _____

NOTES & ACKNOWLEDGEMENTS:

1. I understand the terms of the [Financial Responsibility Agreement](#).
2. I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services.
3. The Late Add Section of this form should then be used for the addition of the alternate section. After the course drop deadline, students must request withdrawal or a retroactive drop from the unwanted section.

A. LATE ADD ONLY: This section can be used to add a course after the course add deadline.

CRN	COURSE ID (ex BIOL 101)	Section #	Credits	CRN	COURSE ID (ex BIOL 101)	Section #	Credits

** This review should first be sent to the instructor, THEN the department for approval. Only one course can be added per form, allowing only for a linked section/lab in the secondary course.

B. CROSS-LISTED COURSE ADJUSTMENT:

Cross-listed courses = Courses taught by the same instructor, on the same day, same time and at the same location. This section can be used to change sections of CROSS-LISTED COURSES ONLY. **Not to be used for dropping/adding different sections of the same course.**

CURRENT REGISTERED COURSE:

CRN	COURSE ID (ex BIOL 101)	Section #	Credits

REPLACE WITH:

CRN	COURSE ID (ex BIOL 101)	Section #	Credits

C. CREDIT ADJUSTMENT: This section can be used to change credit hours in a variable course.

CRN	COURSE ID (ex BIOL 101)	Section #	Current Credits	New Credits

D. CHANGE OF SECTIONS:

Changing from one section of a course to another of the exact same course. Linked sections must be replaced by another set of linked sections.

CURRENT REGISTERED COURSE:

CRN	COURSE ID (ex BIOL 101)	Section #	Credits

SWITCH TO:

CRN	COURSE ID (ex BIOL 101)	Section #	Credits

Required Approval:

Instructor's Signature: _____ Print instructor's name _____ Date _____

Course Dept Chair/Director: _____ Date _____

School of Business Asst. Dean (if School of Business course): _____ Date _____

Required after the last day to drop:

Course Dean: _____ Date _____

*Course Dean = Dean of the school offering the course. This dean may not be the same as the student's major dean.

2/2024
