Office of the University Registrar
Add/Drop Form

Please complete the following form to add or drop the requested courses for a current, future, or retroactive term. You may add or drop multiple courses on this one form. A student cannot use this form to drop all courses. If this is the goal for the student, they must work with their academic advisor/administrator.

_____   _____   _____
UR ID Number   Student Last Name   Student First Name

_____   _____
Program of Study   School

Retroactive
_____   _____   _____
Academic Level   Term   Year

Action: A is for Add, D is for Drop, and W is for Withdraw.

Audit: Auditing a class will require submission of the Audit Form found on the Office of the University Registrar website.

Action	Course (Subject Course Num – Section)	Credit Hours	Course Title	Instructor Signature and Date (if permission is needed)
Example A	Example BIOL 110 - 1	Example 4	Example Biology	Example
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	-			
	-			
	-			

Additional Request:

Time Conflict - If this change causes a time conflict, please submit the Time Conflict Resolution Form along with this submission.

Overload - If this change results in an overload in units, please submit the Course Overload Petition Form along with this submission.

Underload - I would like to take an underload to a total of _____ credits.

Submission Guidelines: This form should be completed, saved, and emailed to registrar@rochester.edu along with any required approvals (i.e.: advisors for Hajim students) for processing from your UR or URMC email address. Official email address of the student is required as a form of signature. The submitter will receive email confirmation when complete.

8-2024