Adding Courses

Adding Courses

During the 100% refund period (corresponds to the first calendar week of fall and spring semesters or to the first two days of a summer session), changes to course schedules can be processed online via Gateway. If attempting to add a closed course during the 100% refund period, the student can be added to the waitlist if one is available for the selected course. Only under special circumstance(ex: student is graduating in that semester), can a student request to be added to a closed course. The student must submit an ADD/DROP form to the Registrar's office with the signatures of the course instructor, the student's academic adviser, and the chair of the department from which the course is being offered. If the course is part of the SMC then the signature of the Core Director is required.

During the 75% and 50% refund periods, signatures of approval from the course instructor, Academic Adviser, and Dean are required on all Add/Drop forms in order to add a course(s) and/or to switch sections within the same course. If a student wishes to add a course that has closed, he/she must submit an ADD/DROP form to the Registrar's Office with the appropriate signatures as previously indicated.

After the 50% refund period (approximately corresponds to after the third calendar week of classes during the fall or spring semester or after the first calendar week of classes during a summer session or an eight week course), students may NOT add any courses and/or switch sections within the same course except in extremely rare and extenuating circumstances as approved by the instructor of the course and the Dean of the school from which the course is being offered. This Add/Schedule Change policy is in agreement with our current Attendance policy which states that a student may be dropped from a course after missing the equivalent of two weeks of classes.