

Add / Drop / Audit

Instructions

Students who wish to Add, Drop, or take a class for Audit must obtain approval from the department offering the class. Approval signifies that the class/es listed below can be added or dropped, or is available for an audit grade. Enrollment depends upon seating availability

General Information

Please Type

University ID Number: _____ Name _____

Last First MI

Contact Information

Day (8:30 am -5 pm) _____ / _____ - _____ Cell _____ / _____ - _____

Academic Program _____ Academic Plan _____ Term _____

- Audited classes carry no credit and do not apply toward graduation requirements, or enrollment status
- Audits can only be added during add/drop period
- Add/drop forms are processed by the department offering the course during add/drop period
- If a class needs to be added or dropped after add/drop period, return the form to your home department for Dean's signature. Your home department will forward the form to the Registrar's Office for processing.
- Matriculated students who are dropping all of their courses must use a Leave of Absence or Institute Withdrawal form

add	drop	audit	class no.	subject	catalog	section	units	course title/description	signature of dept. offering course / date
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____	_____	_____	_____	_____

Remarks: State reason for exception if beyond the Add/Drop period. **Late Add/Drops will not be considered without a valid reason**

Only required after Add/Drop period

Home Department Dean Signature Print _____ Email _____@rit.edu

Sign _____ Date _____

Students requesting to enroll in more than 19 units must obtain permission from their home department.

Home Department Signature Print _____ Email _____@rit.edu

Sign _____ Date _____

Date Received _____

SFS review: approved not approved

Date Processed _____

Signature _____

Processed by _____

Date _____