



ADD / DROP AND SPECIAL APPROVAL FORM

Personal Information

Semester: [checked] Fall [] Winter [] Spring [] Summer 1 [] Summer 2 Year _____

Name _____
Last First MI

FIT ID Number _____

Major _____ Date Submitted ____ / ____ / ____

Add / Drop Courses

PLEASE NOTE: Once your initial registration is processed, a \$25 add/drop fee is charged each time you adjust your schedule in person. If you use the web to change your schedule, an add/drop fee will not be charged.

Table with 6 columns: ADD, DROP, Course Registration Number (CRN), Course #, Section #, Credits. Multiple empty rows for course entry.

Special Approvals

PLEASE NOTE: Registration for courses with special approval from the department must be processed in the Registrar's Office (C158) by the next business day. This form is not to be used for overtally.

I authorize the student to register for:

Course Number Section
[] Override pre-requisite(s)
[] Allow student to take pre-requisite(s) concurrently with course.
[] Override co-requisite(s) of
[] Override major restriction

Major Curriculum Code
Dept. Chair Name:
Signature:
Date: ____ / ____ / ____

I authorize the student to register for:

Course Number Section
[] Override pre-requisite(s)
[] Allow student to take pre-requisite(s) concurrently with course.
[] Override co-requisite(s) of
[] Override major restriction

Major Curriculum Code
Dept. Chair Name:
Signature:
Date: ____ / ____ / ____

I authorize the student to register for:

Course Number Section
[] Override pre-requisite(s)
[] Allow student to take pre-requisite(s) concurrently with course.
[] Override co-requisite(s) of
[] Override major restriction

Major Curriculum Code
Dept. Chair Name:
Signature:
Date: ____ / ____ / ____

Credit Overload Approval

I would like to exceed the limit of _____ credits & register for _____ credits for the current semester.

Dept. Chair Name: Dept. Dean Name:
Signature: Signature:
Date: ____ / ____ / ____ Date: ____ / ____ / ____

- If you register and do not attend FIT you will be responsible for payment of tuition and fees unless you officially withdraw from the college and/or courses.
A late registration fee of \$100 for full-time and \$50 for part-time students is charged to all students who register after the semester begins.
The late registration/program change period for the fall and spring semester is during the first week of classes only.

I have read and fully understand that I am responsible for all tuition and associated fees required by completing this form.

Student's Name Student's Signature Date