Add/Drop of Classes

Enrollment Services

Select Term:
- Fall 20_____
- Spring 20_____
- Summer 20_____

Check all that apply to you:
- Financial Aid / Bright Futures Recipients
- International Student
- Veteran
- Student-Athlete

Panther ID

Name

Last

First

MI

X

Student Signature

By Signing above I am agreeing to the Terms & Conditions on the back of this document.

ADDS

Reference Number: 12345

Prefix: ENC

Course Number: 1101

Sec#: U01

Grade Option:

Credit Hours:

Days

Times

DROPS

Reference Number: 12345

Prefix: ENC

Course Number: 1101

Sec#: U01

Grade Option:

Credit Hours:

Days

Times

The following signatures may be required when requesting to add/drop a course.

Professor’s Name

Signature

Date

Advisor’s Name

Signature

Date

- Student needs course to graduate
- Student was added to course in error (Please specify error on separate document)
- Student doesn’t meet prerequisite (Please specify on separate document)
- Other (Please specify reason for add/drop on separate document)

Dean’s Name

Signature

Date

Deans Signature needed for students signing up for:
- 19 or more credits for undergraduate
- 16 or more credits for graduate. Other circumstances may apply.

Department Stamp

Florida International University · Enrollment Services
Modesto A. Maidique Campus · 11200 SW 8th Street · PC 130 · Miami, FL 33199 · 305.348.2320
Biscayne Bay Campus · 3000 NE 151st Street · AC1 100 · North Miami, FL 33181 · 305.919.5750
OneStop.FIU.edu

Updated: 10/1/13 KT/OneStop
Terms and Conditions

I acknowledge and accept that as a student at Florida International University, I understand and agree to the following terms and conditions.

_____ I am responsible for my own enrollment and for adhering to all published deadlines.

_____ I am responsible for the payment of any class for which I register or have authorized a university representative to register me. If I initiate registration for the semester on or after the first day of classes, I will be assessed a $100 Late Registration Fee.

_____ I must drop any class I do not want on my permanent record by the end of the Add/Drop period, as published in the university’s Academic Calendar. I will refer to the Academic Calendar for all relevant deadlines.

_____ I am financially liable for tuition and fees for all classes I drop after the Add/Drop deadline and will receive a permanent DR grade on my transcript.

_____ If my tuition and fees are not paid or I have not made the appropriate arrangements by the designated deadline, my classes MAY be dropped for non-payment. If my classes are dropped for non-payment, I will have a limited amount of time to be reinstated into ALL my classes with late fees.

_____ I am aware that I have six months after a semester ends to submit an appeal to drop/withdrawal classes with proper documentation.

_____ I am aware that any changes made to my enrollment could impact my financial aid.

_____ I am aware that all official university communications will be sent to my FIU student email account. I also understand that all student-initiated communications to Enrollment Services must be sent via my FIU student email account.

The university has adopted an emergency notification system to all faculty, staff and students that relies on phone text messaging. Should an emergency arise on our campus, the university will immediately send out a brief text message to all member of the university community. The university will only use the text-messaging feature for emergencies and bi-annual tests of the emergency messaging system. In accordance with the university’s emergency management procedures every student must submit his or her appropriate emergency contact information. In the event you do not have a current and active cell phone number, please include an alternate emergency contact number. If you fail to provide either, you will not be able to register using this online system.

<table>
<thead>
<tr>
<th>Emergency Notification Information</th>
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</thead>
<tbody>
<tr>
<td>Cell Phone Number __________________ or Other Phone___________________________</td>
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Standard text messaging rates/other charges from your service provider may apply.