

ADDING and DROPPING Classes

(Spring 2020)

Instructor Signatures: Students may add and drop classes (without instructors' signatures) until *Friday, January 17, 2020*. Beginning on Monday, January 20, students attempting to add or drop classes must obtain signatures signifying permission from the instructor.

Advisor Signatures: Required for students enrolled in eight (8) hours or more.

Academic Dean/VP Signature: Required after the last day of full refund.

Refund/Withdrawal Dates:

Session	Refund Date	Withdrawal Date
Main Session (17 weeks)	January 24.....	April 9
Session 1 (8 weeks)	January 24.....	February 21
Session 2 (14 weeks)	February 7.....	April 20
Session 3 (8 weeks)	March 27.....	April 29
Session 4 (4 weeks)	April 21.....	May 6

Students attempting to add classes after the dates above must obtain approval from the Dean of Academics/VP for Instructional Services. Any student enrolling in *19 hours* or more must also obtain approval from the Dean of Academics/VP for Instructional Services.

CLOSED Classes: If a class has reached maximum enrollment and is “closed”, the student may opt to be placed on the Waitlist (if available); otherwise, instructor approval is required to add the class.