

**Fall 2017  
Schedule Adjustment Approval Form**

**This form may be presented in person to the Registrar's Office on the first day of regular drop/add, Aug 21, 2017.**

**Aug 21 – 25** schedule adjustment on the Web will be available for changes NOT requiring chair or instructor permission, exception, or ceiling break. **Registrations requiring permission, exceptions or ceiling breaks must be done *in person*, and using this form, at the Registrar's Office from Aug 21 - 25.**

**Aug 28 – Sep 1\*** all adds **and drops** must go through the Registrar's Office in Chambers (1197). There is a drop/add fee of \$20 during the second week of classes. **Drops of any credit course are not permitted after September 1.**

Name \_\_\_\_\_  
Last First

Davidson ID \_\_\_\_\_

CRN	SUBJECT	COURSE #	SECTION

**Professor: Sign any that apply**

- A. Waive the prerequisite or other restriction (such as "seniors only," etc) for this section if space is available.

\_\_\_\_\_  
 Instructor or Chair Signature Date

- B. Override the enrollment limit and register the student in this section.

\_\_\_\_\_  
 Instructor or Chair Signature Date Valid through this date \_\_\_\_\_

- C. Grant required permission to enroll student in this section if space is available.

\_\_\_\_\_  
 Instructor or Chair Signature Date

**THE STUDENT MUST BRING THIS FORM TO THE REGISTRAR'S OFFICE BEFORE THE END OF DROP/ADD. A copy of an email from the professor to the student, included with the form, may serve as the signature if the student brings a print out to the Registrar's office.**

August 21-25	Registrar's Office (Cham 1197) 8:30am - 5:00pm	No fee
Aug 28 – Sep 1*	Registrar's Office (Cham 1197) 8:30am - 5:00pm	\$20.00 fee**

After September 1: late drop for failure to or forgetting to drop a course, as certified by professor: \$50.00 fee

\*Instructor's permission is required to add any class during the second week.

\*\*Late drop/add fee waived for applied music and for correction of initial placement in foreign language.

**NOTICE: Notifying a professor that you are dropping a class does not constitute dropping it. Students MUST drop themselves, on the web or in the Registrar's Office on the dates noted.**