Spring 2018
Schedule Adjustment Approval Form

This form may be presented in person to the Registrar’s Office on the first day of regular drop/add, Jan 16, 2018.

Registrations requiring permission, exceptions or ceiling breaks must be done in person, and using this form, at the Registrar's Office from January 16 - 19.

January 22 - 26 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 January 26.

Name _________________________    ___________________
    Last                  First

Davidson ID _______________________

<table>
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<tr>
<th>CRN</th>
<th>SUBJECT</th>
<th>COURSE #</th>
<th>SECTION</th>
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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.

January 16 - 19  Registrar’s Office (Cham 1197)  8:30am - 5:00pm  No fee

January 22 – 26  Registrar’s Office (Cham 1197)  8:30am - 5:00pm  $20.00 fee**

After January 26: 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.