Fall 2016
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 22, 2016.

Aug 22 – 26 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 22 - 26.

Aug 29 – Sep 2* 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 2.

Name _________________________    ___________________
Last                  First

Davidson ID _______________________

<table>
<thead>
<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.

August 22-26  Registrar’s Office (Cham 1197)  8:30am - 5:00pm  No fee

Aug 29 – Sep 2*  Registrar’s Office (Cham 1197)  8:30am - 5:00pm  $20.00 fee**

After September 2: 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.