Fall 2019
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 26, 2019.*

Registrations requiring permission, exceptions or ceiling breaks must be done in person, and using this form, at the Registrar’s Office from August 26 - 30.

**September 2 - 6** 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 6.**

Name _________________________    ___________________
Last                  First

Davidson ID _______________________

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

September 2 – 6  Registrar’s Office (Cham 1197)  8:30am - 5:00pm  $20.00 fee**

After September 6: Students must appeal to the Registrar to drop a course they have never attended but forgot to drop, or add a course they have been attending but forgot to add: $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.