Fall 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, Aug 20, 2018.

**Aug 20 – 24** 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 20 - 24.

**Aug 27 – 31** 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. **You may not elect to drop a credit-bearing course after August 31.**

Name _________________________    ___________________  
Last                  First               

Davidson ID _______________________

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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.

August 20-24  Registrar’s Office (Cham 1197)  8:30am - 5:00pm  No fee

Aug 27 – 31*  Registrar’s Office (Cham 1197)  8:30am - 5:00pm  $20.00 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. After August 31, there is a $50.00 fee for failure to or forgetting to drop a course, as certified by the professor.