

Name		UFID	
Term/Year		Class/College	

**Terms**

- ▶Please only use this form AFTER the end of the Drop/Add period. For deadline dates, please check the academic calendar available at [www.registrar.ufl.edu](http://www.registrar.ufl.edu).
- ▶Students are FEE LIABLE for all courses on their schedule at the end of the Drop/Add period. Fees will not be refunded for courses dropped after Drop/Add.
- ▶Do not use this form to withdraw (drop all your classes). Withdrawals are initiated through the Dean of Students Office, 202 Peabody Hall, 352-392-1261.

**Instructions**

- Petition for drop/add approval. Adds ALSO must be approved by the department that offers the course. If approved, complete the Course Schedule Change Form (with appropriate signature authorization).
  - Graduate** students: petition your graduate department office
  - International** students must also meet with a UFIC advisor to review how this will affect your VISA status and future registrations.
- Clear all holds on ISIS. Holds will prevent adds from being processed.
- Return this approved Course Schedule Change Form to the Office of the Registrar, 222 Criser Hall.
- Verify your revised registration by viewing your schedule on ISIS. Please allow 3-5 business days for processing.
- Pay for any added credits through University Financial Services, 113 Criser Hall, 352-392-0181.

ACTION (choose only one) <input type="checkbox"/> ADD <input type="checkbox"/> DROP			
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____ / ____                      Course Prefix/Number                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____                      Section Number                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____                      Credits                 </div> <div style="border: 1px solid black; padding: 5px;">                     _____                      Department Approval (Adds Only)                 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____ / ____                      Course Prefix/Number                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____                      Section Number                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____                      Credits                 </div> <div style="border: 1px solid black; padding: 5px;">                     _____                      Department Approval (Adds Only)                 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____ / ____                      Course Prefix/Number                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____                      Section Number                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____                      Credits                 </div> <div style="border: 1px solid black; padding: 5px;">                     _____                      Department Approval (Adds Only)                 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____ / ____                      Course Prefix/Number                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____                      Section Number                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     ____                      Credits                 </div> <div style="border: 1px solid black; padding: 5px;">                     _____                      Department Approval (Adds Only)                 </div>
I agree to the terms above and I certify that I have followed the appropriate directions and that the approvals are official.			
_____ Graduate Department Approval and Date		_____ Student Signature and Date	