University of Denver — Office of the Registrar

Add/Drop Course Form

Name: _____   **DU ID:** _____

Term (check): ☐ Fall   ☐ Winter   ☐ Spring   ☐ Summer   **Year:** _____

Instructor Approval Codes *Approvals should be given using PioneerWeb under Registration Overrides. Electronic approvals are easy, secure, and save paper* https://www.du.edu/registrar/registration/regoverride.html						Special Approval Codes	Registrar Approval Codes	
C: Full Course	**F:** Field of study restriction	**L:** Class restriction	**P:** Prerequisite	**O:** Co-requisite	**R:** Course Repeat	**S:** Special Approval	**D:** Duplicate Course #	**T :** Time conflict
AS: Student Audit (No charge, not trancripted)		**NC:** No Credit (Tuition charged, transcripted)						

ADD COURSE — Faculty must specify an approval code and sign

Approval Code **C:** Full Course **P:** Prerequisite **F:** Field of study restriction **L:** Class restriction **O:** Co-requisite **R:** Course Repeat **AS:** Student Audit **NC:** No Credit	CRN	Subject	Course #	Sec	CR HR (0 for AS or NC)	Instructor Signature

DROP COURSE

Students: Please refer to the Registration and Billing calendar for drop dates and refund periods

http://www.du.edu/registrar/calendar/index.html

CRN	Subject	Course #	Sec	CR HR	Instructor Signature	Co-Requisite Override

Credit Overload - Required Signature
Graduate student over 18 credits need approval from Office of Graduate Studies

Undergraduate students need approval from program advisor or Academic Advising for undeclared students

Special Approval Signature

Registrar Office Use Only

Received date: _____   Processed date: _____

Received by: _____   Processed by: _____

General Information:

The official date of adding or withdrawing from a course is the date on which this form is received in the Registrar's Office.

Falsification of an Add/Drop form is a violation of DU's Student Conduct Policies and is subject to discipline.

This form can be filled out electronically and if sent by email must be received from the approver.

ADDS

This form may not be used to register for independent study or research, experiential learning, or for undergraduates to register for graduate courses. Specific forms are available at http://www.du.edu/registrar/forms.html.

Graduate student credit overload (19 - 20 credits) require appropriate program approval. Adds above 20 credit hours require approval from the Office of Graduate Studies. Appropriate approval signature must be in the "Credit Overload" field.

No Credit Registration (NC)

The course is listed on the student's academic record with a grade of NC. The tuition charge for no-credit enrollment is the same as a course taken for credit.

Student Audit Registration (AS)

Fulltime DU students in certain programs may sit in on a course with instructor permission. No tuition is charged, and no record of the course is made.

Note: Check the Tuition and Fees page to make sure that your program is billed with a flat-rate. Students who are eligible to be billed the flat-rate will be billed for each hour that exceeds 18.

DROPS

Please refer to the Registration and Billing calendar for drop dates and refund periods http://www.du.edu/registrar/calendar/index.html: When a course will be deleted from your record, when a 'W' notation appears on your transcript, when instructor permission is required to drop, the last day to drop, and tuition refund periods.

WITHDRAWAL

If you intend to drop all courses for the term or are completely withdrawing from the University use this form after week 6 and complete the "Request to Withdraw" in the Student tab of PioneewWeb or the "Withdrawal Form".

Override Codes in which approval is required:

Closed Course – The course has reached maximum enrollment and does not have a waitlist.

Field of Study – The course restricts registration to only students within specified majors, minors or concentrations. Check your Profile on the student tab of Pioneerweb to ensure you've officially declared your major.

Class Restriction – The course only accepts students in specific class levels, such as sophomores and above.

Prerequisite – You have not completed the prerequisites for this course.

Co-requisite – The course requires that you register for a specific course at the same time (during the same registration transaction).

Repeat Count – You've already received credit for the course – because you've already taken and received a passing grade for the course, or its equivalent via transfer credit. If you passed a course but the grade you received was too low   to count toward your major, you may retake it with instructor approval. Both grades will count in your GPA. However, only   the course will count only once for meeting degree requirements and the repeated course will *not* count in hours earned.   A course repeated a third time will not be eligible for federal financial aid such as loans.

Time Conflict – You've registered for a course that meets at the same time as another you've already added to your schedule.

Duplicate Course # – You've already registered for a course with the same course number. This generally applies for Topics courses. Instructor signature is not required. Please contact the Registrar's Office to override.

Special Approval – The course requires special approval from the instructor/dean/department of the college/school.

All engineering courses with co-requisite errors must be approved by the department chair.

Daniels College of Business students:

Students who wish to enroll in an undergraduate Daniels course and receive a restriction **MUST** bring this form to Margery Reed Hall to seek approval from a Daniels Advisor. No Daniels courses may be overridden without an advisor's stamp.

Revised 3/03/20