Instructions

Adding a Class
- Once registration is opened, each continuing student has an appointment time assigned to begin enrolling. Students may add classes through Canelink before the posted deadlines. (Click here for the most recent Academic Calendar)
- If a class is full or requires instructor consent, the student must get permission from the professor and the appropriate department to add the class.
- If there is a time conflict, the signatures of the instructors affected by the conflict is required. This is to ensure they have been informed of the conflict and approve of enrollment. (The student MUST provide email confirmation from the instructor of the course in which the student will be leaving early from or arriving late to)
- The approval signatures should be placed in the COMMENTS AND/OR OVERRIDE SIGNATURES section along with the reason for the override.

Dropping a Class
Students can drop a class in Canelink until the last day to drop a course without a grade.
Dropping all classes is considered withdrawal from the university and needs to be done through Cane Success.

*Before students drop a course, they should consider any possible impact on status, eligibility, and services. We strongly advise that they contact their advisor, applicable offices such as Student Accounts, Financial Aid, Veterans Services, Residential Life, Athletics, and International Student and Scholar Services before dropping below 12 credits.

Completing the Drop/Add Form
- Students must complete the student portion of the form
- Students must obtain approval and signature of their academic advisor to:
  o obtain approval for enrolling in over 18 credits
  o determine whether additional forms are required
- Students must obtain approval and signature of the academic dean to:
  o enroll in over 19 credits
  o backdate add/drop due to extenuating circumstances (reason must be explained in comments section above the Dean’s signature)
- The following will expand on the sections in the Drop/Add form that are numbered 1-6:
  1. TERM (2231) 223 – is the year 2023, 1 – month of January (term began)
     a. Fall 2023 will be 2238 (223- is the year and 8- month of August (term began))
  2. School/Level/Class – UGMS
  3. Instructor signature required for the following:
     a. Time Conflicts
     b. Class Permission (Instructor’s Consent)
     c. Requisites
  4. Justification required for the following requests:
     a. All retroactive requests
     b. Students must fill in the following statement when taking over 18 credits: “I understand it is not recommended to take more than 18 credits and will drop a course as needed or necessary”
  5. Dean’s signature is required for all requests submitted after the drop deadline
  6. Student’s signature is required in order to process any request

The form must include all signatures and completion of each area indicated to be accepted by the Office of the University Registrar. The registration changes are not considered complete until the Office of the University Registrar has processed the form.
**Required Field**

**DROP/ADD FORM**

**For Office Use**

**TERM**

**Student Number (C#)**

C02401436

**Student Name (Last, First, Middle Initial)**

Doe, Jane E.

**School/Level/Class**

UGMS

**Major/Minor**

Insert Your Major

**EFFECTIVE DATE**

Date of Completion

**Email address**

jdoe@miami.edu

**Phone Number**

Please leave a number where you may be reached if we have any questions regarding your registration:

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**DROPS**

**UNDERGRADUATES: DROPPING BELOW 12 CREDITS MAY JEOPARDIZE YOUR FINANCIAL AID**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Section</th>
<th>Class #</th>
<th># of Credits</th>
<th>U/G</th>
<th>Credit Only</th>
<th>Comments and/or Override Signatures</th>
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**Instructor's Signature**

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**COMMENTS:**

**NOTE:** JUSTIFICATION MUST BE PROVIDED BY THE DEAN WHEN FEES ARE WAIVED OR RETROACTIVE DATES RECOMMENDED (PLEASE INCLUDE SIGNATURE)

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**Maximum number of Credits approved by Dean:**

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**DEAN SIGNATURE**

**DEAN PRINT NAME**

**DATE**

**PHONE NUMBER**

**Signature Required**

**Advisor Signature**

**Advisor Print Name**

**Date Required**

**Number Required**

**Date Required**

**Name Required**

**Phone Number**

**Signature Required**

**Student Signature**

**Date Required**

I ACCEPT THE FINANCIAL TERMS OF ENROLLMENT AND TITLE IV NOTIFICATION

*Note: Dean’s signature required for credit overload, dropping or adding after the deadline, backdating and exceptions within individual schools. Student is also responsible for the financial terms of enrollment and Title IV Notification.*