

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.

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 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 Forms

Students must complete the student portion of the form.

Students must check with their academic advisor to:

- obtain approval for enrolling in over 18 credits
- determine whether additional forms are required

Students must obtain approval and signature of the academic dean to:

- enroll in over 19 credits
- backdate add/drop due to extenuating circumstances (reason must be explained in comments section above the Dean's signature)

#1 - TERM (2198) 219 - is the year 2019
8 - month of August (term began)
Spring 2020 will be **2201** (220- is the year and
1-month of January (term began))

#2 -

School - MS (Marine Science)
Program - UG (Undergraduate)
Plan - [Academic Plan](#)

#3

Instructor signature required for the following:
-Time Conflicts
-Class Permission (Instructor's Consent)
-Requisites

#4

Justification required for all retroactive requests.

#5

Dean's signature is required for all requests submitted after the deadline

#6

Director's signature is required for all retroactive requests.

#7

Student's signature is required in order to process 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.

RSMAS UNDERGRADUATE OFFICE

- Time conflicts
- Requisites
- Unit load up to 20 credits
- Class permission

UNIVERSITY REGISTRAR

- Unit load over 20 credits
- backdated add/drop
- Graduate course credit

DROP/ADD FORM

*** Required Field**

For Office Use	TERM
RGCHCOUR *	2198 #1
#2	EFFECTIVE DATE
	8/1/2019

* Campus ID (C#) C02401436	* Canelink ID (5#) 54132591	* Student Name (Last, First, Middle Initial) Doe, Jane E.	* School/Program/Plan MS/UG/RSME #2
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Email Address: **jdoe@miami.edu** Phone Number: Please leave a number where you may be reached if we have any questions regarding your registration: **727-342-1111**

DROPS								ADDs								
UNDERGRADUATES: DROPPING BELOW 12 CREDITS MAY JEOPARDIZE YOUR FINANCIAL AID																
Subject	Catalog #	Section	Class #	* # OF CREDITS	U / G	CREDIT ONLY	COMMENTS AND OR OVERRIDE SIGNATURES	Subject	Catalog #	Section	Class #	* # OF CREDITS	U / G	CREDIT ONLY	COMMENTS AND/OR OVERRIDE SIGNATURES	REASON FOR OVERRIDE PLEASE CHECK & INITIAL
								MSC	114	E	1257	3	U		***Instructor's signature**	<input type="checkbox"/> Time Conflict <input type="checkbox"/> Requisites <input type="checkbox"/> Closed Class <input type="checkbox"/> Unit Load <input checked="" type="checkbox"/> Class Permission
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COMMENTS: **NOTE: JUSTIFICATION MUST BE PROVIDED BY THE DEAN WHEN FEES ARE WAIVED OR RETROACTIVE DATES RECOMMENDED (PLEASE INCLUDE SIGNATURE)**

#4

#5 _____
DEAN SIGNATURE

#6 Signature Required _____
ADVISOR SIGNATURE

#7 Signature Required _____
STUDENT SIGNATURE

DEAN PRINT NAME _____
Signature Required

ADVISOR PRINT NAME _____
8/1/19

DATE _____
8/1/19

PHONE NUMBER _____
8-xxxx or 5-xxxx

PHONE NUMBER _____

Maximum number of Credits approved by Dean: _____

1 - REGISTRAR COPY
2 - ACADEMIC DEAN'S COPY
3 - STUDENT'S COPY