HOW TO CHANGE YOUR CLASS SCHEDULE

1. **ADDING A COURSE (After your initial registration)**
   In order to add a class after you have initially enrolled, you must first meet with your SAAS Academic Counselor and complete a *Request For Change of Program (add/drop blue form)* form. Once the counselor has signed off on the course changes, you are responsible for completing the following steps in order to process the add:

   **Student-Athlete (No restrictions, including SCP)**
   a) If necessary, obtain “D-clearance” from the appropriate department office by getting a department stamp on the add/drop form.
   b) If the course is an “R” class and it is closed, obtain both the instructor’s signature and the departmental stamp.
   c) Take the completed add/drop form to Registration and obtain a new class schedule.

   **Probation Student-Athlete**
   a) The student-athlete should follow the above steps with regards to D-clearance and closed “R” classes.
   b) If *Undecided*, you must meet with their LAS advisor. The LAS advisor is to complete an *Academic Retention form* with you.
   If you have declared a *Major*, you must meet with your major advisor. The major advisor is to complete an *Academic Retention form* with you.
   c) After obtaining the Academic Retention form, you must meet with a academic review counselor.
   d) Take the completed forms to Registration and obtain a new class schedule. Bring the new class schedule back to SAAS, have the front desk make a copy, and have them place the copy in your counselor’s mailbox.

**Add Deadline** – A student is allowed to add a course only up to the 3rd Friday of the term.

2. **DROPPING A COURSE (After your initial registration)**
   In order for you to drop a class after you have initially enrolled, you must first meet with your SAAS Academic Counselor in order to complete a *Request For Change of Program form* (Add/Drop Blue Form). If you are receiving a books scholarship, the request form will not be completed by your counselor until you return the books associated with the course you are dropping and a *Release of Class Drop Hold form* is completed. If you have not picked up your books for the respective course, the release form is still to be completed with a note indicating that no books were picked up for the course prior to the course being dropped.
Upon completing the request and release hold (if applicable) forms with your counselor, you are responsible for completing the following steps in order to process the drop:

**Student-Athlete (No restrictions, including SCP)**
- Take the completed Request for Change of Program form (Add/Drop Blue Form) to Registration and obtain a new class schedule.

**Probation student-athletes**
- If Undecided, you must meet with your LAS advisor. The LAS advisor is to complete an Academic Retention form with you.
- If you have declared a Major, you must meet with your major advisor. The major advisor is to complete an Academic Retention form with you.
- After obtaining the Academic Retention form, you must meet with a academic review counselor.
- Take the completed forms to Registration and obtain a new class schedule. Bring the new class schedule back to SAAS, have the front desk make a copy, and have them place the copy in your counselor’s mailbox.

**Drop Deadlines** – A student is allowed to drop a course without a “W” until the 3rd Friday of the term. A student is allowed to drop a course with a “W” until the 12th Friday of the term.

**3. PASS/NO PASS GRADING OPTION (On or After the First Day of Classes)**
   In order for you to change the grading option of a course to Pass/No Pass after you have initially enrolled, you must first meet with your SAAS Academic Counselor in order to complete a Request For Pass/No Pass Enrollment Option form. Once your counselor has signed the form, you are responsible for taking the form to Registration to be processed.