

COURSE CHANGES (ADD/DROP)

Students can add or drop classes at any time during the open registration period or until the conclusion of the Add/Drop period (as outlined in the Academic Calendar (<https://www.monmouth.edu/registrar/academic-calendars/>)) using Student Planning (<https://wlb-ssweb-01.monmouth.edu/Student/?hideProxyDialog=false>) or with the assistance of their academic advisor/department.

After the Add-Drop period, until the end of the 3rd week of the Fall and Spring semesters, students may request approval to add a course by submitting the Add Open Course or Add Closed Course e-FORM, as appropriate. NOTE: One course per form. Faculty, department chair, and dean (for closed course) approval required. Adding courses that impact tuition also require approval from the Bursar's Office before a student can be registered.

If, after add/drop week, due to extenuating circumstances, students need to switch between sections of the same course, they should consult with their advisor.