

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 (<http://www.monmouth.edu/university/academic-calendars.aspx>)) using the *Register/Remove Previously Selected Courses* feature in the student portal or with the assistance of their academic advisor/department.

Students who want to petition to add a **closed class** must complete a "Registration: Add Class Form (<http://www.monmouth.edu/registrar/forms.asp#PRINT>)". This form must be printed and approved by the instructor, department, and/or dean. Students attempting to add a closed class after the Add/Drop Period has ended must also obtain permission from the Bursar. All forms must be brought to the Office of the Registrar for processing immediately after all approvals have been obtained; the forms will not be accepted after the term concludes. It is the responsibility of the student to see that all forms reach the appropriate office.

Students who want to petition to add an **open class** after the Add/Drop period has concluded must submit an "Add Open Course" e-FORM. The e-FORM will be routed for all of the required approvals including the Bursar's Office. The Bursar's Office will not approve the form until all financial obligations for the course have been satisfied.

Students simultaneously adding and dropping a course (e.g., same course, different section) should use e-FORMS and select "Swap Course Registration." Approvals for this action will be done electronically, and since there is no credit change, Bursar approval is not required.