

ENDICOTT COLLEGE

Undergraduate School

Permission to Add a Course during Add/Drop Period

The Add/Drop Period ends on the seventh day of classes.

When to use this form: Adding a section that is closed, adding a section that requires the faculty member's permission or if you have a CGPA of 2.0 or higher use this form to add the course that brings you to 18.0 credits. (Note: the faculty member can do the add in COAST for either of the first two cases without this form. To add the course that brings you to 18.0 credits, you must bring this form to the Registrar's Office in College Hall) No form is needed to drop a course on COAST during this period.

SEMESTER/YEAR: _____

NAME: _____ CARS ID#: _____

CLASS YEAR: ___FR ___SO ___JR ___SR MAJOR: _____

ADVISOR: _____

PROCEDURE:

1. Full-time (FT) status is based on 12.0 to 17.0 credits or 18.0 for students whose cumulative grade point average is 2.0 or higher. Part-time (PT) status is based on 1.0 to 11.0 credits.
Does this transaction change your FT/PT status? Yes ___ No ___. If yes, a Change of Status form is required.
2. Attention all students with an **F1 Visa** – Signature of Dean of School of International Education is required.
3. Bring completed form to the **Registrar's Office** for processing.

ADD	COURSE #/SECTION/TITLE	FACULTY SIGNATURE	DATE
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1. _____			
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2. _____			
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SIGNATURES:

Student's Printed Name	Student's Signature	Date
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Advisor's Printed Name	Advisor's Signature	Date
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Dean of the School of International Education -- Required For F1 Visa Students	Date
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