### ADD / DROP AND SPECIAL APPROVAL FORM

#### Personal Information

- **Semester:**
  - Fall
  - Winter
  - Spring
  - Summer 1
  - Summer 2
  - Year

- **Name:**
  - Last
  - First
  - MI

- **FIT ID Number:**

- **Major:**

- **Date Submitted:** ______ / ______ / ______

#### Add / Drop Courses

**PLEASE NOTE:** Once your initial registration is processed, a $25 add/drop fee is charged each time you adjust your schedule in person. If you use the web to change your schedule, an add/drop fee will not be charged.

<table>
<thead>
<tr>
<th>ADD</th>
<th>DROP</th>
<th>Course Registration Number (CRN)</th>
<th>Course #</th>
<th>Section #</th>
<th>Credits</th>
</tr>
</thead>
</table>

#### Special Approvals

**PLEASE NOTE:** Registration for courses with special approval from the department must be processed in the Registrar’s Office (C158) by the next business day. This form is not to be used for overtally.

I authorize the student to register for:

- **Course Number**
- **Section**
- **Override pre-requisite(s)**
- **Allow student to take pre-requisite(s) concurrently with course.**
- **Override co-requisite(s)**
- **Override major restriction**

<table>
<thead>
<tr>
<th>Major</th>
<th>Curriculum Code</th>
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<tbody>
<tr>
<td>Dept. Chair Name:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date: ______ / ______ / ______</td>
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#### Credit Overload Approval

I would like to exceed the limit of ______ credits & register for ______ credits for the current semester.

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- If you register and do not attend FIT you will be responsible for payment of tuition and fees unless you officially withdraw from the college and/or courses. If you decide not to attend, please notify the Registrar’s Office in writing before classes begin.
- A late registration fee of $100 for full-time and $50 for part-time students is charged to all students who register after the semester begins.
- The late registration/program change period for the fall and spring semester is during the first week of classes only. During the summer 1 and 2 and winter sessions, the late registration/program change period is during the first two days of the term only.

I have read and fully understand that I am responsible for all tuition and associated fees required by completing this form.

| Student’s Name: | Student’s Signature: | Date: ______ / ______ / ______ |