



ADD / DROP AND SPECIAL APPROVAL FORM

Personal Information

Semester: Fall Winterim Spring Summer Summerim Year _____

Name _____
Last First MI

FIT ID Number (or Social Security 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.

<input checked="" type="radio"/> ADD	<input checked="" type="radio"/> DROP	Course Registration Number (CRN)	Course #	Section #	Credits

Special Approvals

PLEASE NOTE: REGISTRATION FOR COURSES WITH SPECIAL APPROVAL FROM THE DEPARTMENT MUST BE PROCESSED IN THE REGISTRATION CENTER (B-103) BY THE NEXT BUSINESS DAY.

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) of _____
- Override major restriction _____

Major _____ Curriculum Code _____

Dept. Chair Name: _____

Signature: _____

Date: _____ / _____ / _____

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) of _____
- Override major restriction _____

Major _____ Curriculum Code _____

Dept. Chair Name: _____

Signature: _____

Date: _____ / _____ / _____

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) of _____
- Override major restriction _____

Major _____ Curriculum Code _____

Dept. Chair Name: _____

Signature: _____

Date: _____ / _____ / _____

PLEASE NOTE: THIS FORM WILL NOT BE RECOGNIZED AS A REQUEST TO OVERTALLY INTO A CLOSED COURSE SECTION. Only students who obtain a "Request To Overtally Form" with the appropriate signatures from the department can register for a closed course section,

Credit Overload Approval

The student would like to exceed the limit of _____ credits & register for _____ credits for the current semester.

Registrar's Name _____

Registrar's Signature _____

Date _____ / _____ / _____

- 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 Registration Center 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/summerim and winterim sessions, the late registration/program change period is during the first two days of the term only.