ADD / DROP AND SPECIAL APPROVAL FORM

Personal Information

Semester:  ✔ Fall  ☐ Winter  ☐ Spring  ☐ Summer 1  ☐ Summer 2  Year ___________

Name ____________________________________________________________

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>
<tbody>
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Special Approvals

**PLEASE NOTE:**
1. Registration for courses with special approval from departments must be processed in the Registration Center by the next business day.
2. 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” from the department with the appropriate signatures can register for a closed course section.

I authorize the student to register for:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Override pre-requisite(s)</td>
<td>Allow student to take pre-requisite(s) concurrently with course.</td>
</tr>
<tr>
<td>Override co-requisite(s) of</td>
<td>Override major restriction</td>
</tr>
</tbody>
</table>

Major __________ Curriculum Code __________

Dept. Chair Name: __________________________ Signature: __________________________ Date: _____ / _____ / _____

Credit Overload Approval

I would like to exceed the limit of _________ credits & register for _________ credits for the current semester.  ✔ Approved  ☐ Denied

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 I and II and winterim 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 _____ / _____ / _____