

Refer to the University Calendar for Add/Drop deadlines.

****You must meet with your academic advisor prior to enrolling for a term. Failure to meet with your advisor may result in sanctions.**** Students are encouraged to confer with an academic advisor when considering adding or dropping courses. Visit www.smu.edu/registrar, Class Schedule and Enrollment Information for more on Enrollment and Academic Records, Standards, and Rules.

Name	SMU ID	Local/Cell Phone
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Term	Confirm/Update your Local Phone and Address information using my.SMU. This is information used to contact you. Official correspondence may be sent to your SMU assigned email address. Check it regularly.
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- **STEP 1** Meet with your advisor. You are encouraged to seek assistance from your advisor(s) when considering adding/dropping a course.

- **STEP 2**
 - a. If registration restriction is Instructor or Department consent, obtain electronic permission from department.
 - b. **Student Athletes:** See your academic counselor in either ADSA or the A-LEC to review the effects the drop might have on your athletic participation. An additional form will be required for eligibility and athletic aid tracking by the Associate Athletic Director for Academic Services. Either the academic department or the Associate Athletic Director will drop the course or update your my.SMU to allow you to process the drop through self-service.
 - c. **International Students:** If a drop will take you to fewer than 12 hours, you should consult with the International Center. After consultation, the International Office must modify the minimum hours in order for international UG students to drop below 12 hours for the spring or fall term. **Failure to maintain full-time hours may result in deportation.**
 - d. **Students on Merit or Need Based Financial Aid:** If a drop will take you to fewer than 12 hours, you should consult with your financial aid advisor prior to attempting to drop a course. Your financial aid advisor will be able to tell you any effects the drop will have to your aid. After the consultation, you can process a drop through self-service in my.SMU should that be your decision. *If you have any questions regarding this procedure or your financial aid, contact your financial aid advisor.*
 - e. **If requesting to enroll in 19 or more hours,** obtain Academic Dean's/Records Office approval. Records Office must modify your maximum hours in order for you to enroll in 19 or more hours. *Additional hours may result in added tuition charges.*

- **STEP 3** Process your ADD/DROP on my.SMU.

ADDS:				COMMENTS/NOTES
Class Nbr	Subject	Catalog Nbr	Section Nbr	
DROPS:				COMMENTS/NOTES
Class Nbr	Subject	Catalog Nbr	Section Nbr	

Student Signature: _____ **Date:** _____

Retain a copy of this form for your records. Verify transaction completion by reviewing my.SMU/My Class Schedule.