

Name		UFID	
Term/Year		Class/College	

## Terms

- Please only use this form AFTER the end of the Drop/Add period. For deadline dates, please check the academic calendar available at [www.registrar.ufl.edu](http://www.registrar.ufl.edu).
- Students are FEE LIABLE for all courses on their schedule at the end of the Drop/Add period. Fees will not be refunded for courses dropped after Drop/Add.
- Do not use this form to withdraw (drop all your classes). Withdrawals are initiated through the Dean of Students Office, 202 Peabody Hall, 352-392-1261.

## Instructions

- Petition for drop/add approval. Adds ALSO must be approved by the department that offers the course. If approved, complete the Course Schedule Change Form (with appropriate signature authorization).  
**Graduate** students: petition your graduate department office  
**International** students must also meet with a UFIC advisor to review how this will affect your VISA status and future registrations.
- Clear all holds on ISIS. Holds will prevent adds from being processed.
- Return this approved Course Schedule Change Form to the Office of the Registrar, 222 Criser Hall.
- Verify your revised registration by viewing your schedule on ISIS. Please allow 3-5 business days for processing.
- Pay for any added credits through University Financial Services, 113 Criser Hall, 352-392-0181.

**ACTION (choose only one)**

☐

**ADD**

☐

**DROP**

____ / ____ Course Prefix/Number
_____ Section Number
____ Credits
_____ Department Approval (Adds Only)

____ / ____ Course Prefix/Number
_____ Section Number
____ Credits
_____ Department Approval (Adds Only)

____ / ____ Course Prefix/Number
_____ Section Number
____ Credits
_____ Department Approval (Adds Only)

____ / ____ Course Prefix/Number
_____ Section Number
____ Credits
_____ Department Approval (Adds Only)

I agree to the terms above and I certify that I have followed the appropriate directions and that the approvals are official.

\_\_\_\_\_  
Graduate Department Approval and Date

\_\_\_\_\_  
Student Signature and Date