

MONMOUTH UNIVERSITY - Spring 2012

ADD / DROP / WITHDRAWAL - PROCESSING & REQUIRED APPROVALS (Issued 12*20*11)

OPEN COURSE(S): Until the Conclusion of Add/Drop Week (on 01/24/12)	ADD	DROP		
Using WEBregistration	None required if advisor switch = "Y"	None required if advisor switch = "Y"		
In-person	Advisor *	Advisor		
International Student	Advisor and B. Nitzberg *	Advisor and B. Nitzberg		
CLOSED COURSE(S): Until the Conclusion of Add/Drop Week (on 01/24/12)	ADD	DROP		
Using WEBregistration	NOT AVAILABLE	None required if advisor switch = "Y"		
In-person	Advisor, Instructor and Instructor's Chair *	Advisor		
International Student	Advisor, Instructor, Instructor's Chair and B. Nitzberg *	Advisor and B. Nitzberg		
After Add/Drop Week until the End of the 2nd Week (01/25/12 until 01/31/12)	ADD	DROP	SWAP	WITHDRAW
All students	Advisor, Instructor, and Instructor's Chair *	NOT AVAILABLE	Use e-FORM: "Request to Swap Course(s)". Form will be routed for approvals.	Use e-FORMS - "Registration: Withdraw From a Course"
International Student	As above, and B. Nitzberg*		As above, and B. Nitzberg*	As above, and B. Nitzberg
From the 3rd Week until the "W" Deadline (02/01/12 until 03/26/12)	ADD	DROP	SWAP	WITHDRAW
All students	Advisor, Instructor, Instructor's Chair, and School Dean *	NOT AVAILABLE	Use e-FORM: "Request to Swap Course(s)". Form will be routed for approvals.	Use e-FORMS - "Registration: Withdraw From a Course"
International Student	As above, and B. Nitzberg*		As above, and B. Nitzberg*	As above, and B. Nitzberg
After "W" Deadline (starting 12:00 a.m. on 3/27/12)	ADD	DROP	SWAP	WITHDRAW
All students	Instructor, Instructor's Chair, and School Dean	NOT AVAILABLE	Use e-FORM: "Request to Swap Course(s)". Form will be routed for approvals.	NOT AVAILABLE: See your School Dean if you have unusual circumstances.
International Student	As above, and B. Nitzberg*		As above, and B. Nitzberg*	
* TO ADD A CLASS: Use Registration: ADD Course form - can be printed from Registrar's web-site or WEBstudent (select paper forms)				