

## MONMOUTH UNIVERSITY - SUMMER A-C 2022

### ADD / DROP / WITHDRAWAL - PROCESSING & REQUIRED APPROVALS (Issued 05\*16\*22)

<b>SUMMER "A"</b> <i>(05/16/22 - 06/13/22)</i>	<b>ADD</b>		<b>DROP</b>	
Until the Conclusion of Add/Drop on 05/20/22	Student Planning or Department		Student Planning	
After Add/Drop until "W" Deadline on 05/27/22	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair and School Dean **	<b>NOT AVAILABLE</b>	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>e-FORMS</b> Use "Withdraw from Courses in the Current Term"
After the "W" Deadline (beginning 05/28/22)	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair, and School Dean **	<b>NOT AVAILABLE</b>	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>NOT AVAILABLE</b> See your School Dean with unusual circumstances
<b>SUMMER "B"</b> <i>(05/23/22 - 06/30/22)</i>	<b>ADD</b>		<b>DROP</b>	
Until the Conclusion of Add/Drop on 05/27/22	Student Planning or Department		Student Planning	
After Add/Drop Week until "W" Deadline on 06/15/22	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair, and School Dean **	<b>NOT AVAILABLE</b>	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>e-FORMS</b> Use "Withdraw from Courses in the Current Term"
After "W" Deadline (beginning 06/16/22)	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair, and School Dean **	<b>NOT AVAILABLE</b>	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>NOT AVAILABLE</b> See your School Dean with unusual circumstances
<b>SUMMER "C"</b> <i>(05/23/22 - 08/11/22)</i>	<b>ADD</b>		<b>DROP</b>	
Until the Conclusion of Add/Drop on 05/27/22	Student Planning or Department		Student Planning	
After Add/Drop until "W" Deadline on 07/13/22	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair and School Dean **	<b>NOT AVAILABLE</b>	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>e-FORMS</b> Use "Withdraw from Courses in the Current Term"
After "W" Deadline (beginning 07/14/22)	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair and School Dean*	<b>NOT AVAILABLE</b>	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>NOT AVAILABLE</b> See your School Dean with unusual circumstances

\* International students must have the approval of Ioana Vulpe in the Global Education Office as well as all of the approvals as outlined above.

\*\* TO ADD A CLASS: Use e-FORM: REGIS - Add Open Course e-FORM

## MONMOUTH UNIVERSITY - SUMMER D-E 2022

### ADD / DROP / WITHDRAWAL - PROCESSING & REQUIRED APPROVALS (Issued 05\*16\*2022)

<b>SUMMER "D"</b> (06/21/22-07/18/22)	<b>ADD</b>	<b>DROP</b>	
Until the Conclusion of Add/Drop Week on 06/27/22	Student Planning or Department	Student Planning	
After Add/Drop Week until "W" Deadline on 07/01/22	<b>ADD</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair and School Dean **	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>e-FORMS</b> Use "Withdraw from Courses in the Current Term"
After "W" Deadline (Beginning 07/02/22)	<b>ADD</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair and School Dean **	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>NOT AVAILABLE</b> See your School Dean with unusual circumstances
<b>SUMMER "E"</b> (07/05/22 - 08/11/22)	<b>ADD</b>	<b>DROP</b>	
Until the Conclusion of Add/Drop Week on 07/11/22	Student Planning or Department	Student Planning	
After Add/Drop Week until "W" Deadline on 07/21/22	<b>ADD</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair and School Dean **	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>e-FORMS</b> Use "Withdraw from Courses in the Current Term"
After "W" Deadline (Beginning 07/22/22)	<b>ADD</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All Students *	Instructor, Instructor's Chair and School Dean **	<b>e-FORMS</b> Use "Request to Swap Course(s)"	<b>NOT AVAILABLE</b> See your School Dean with unusual circumstances

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