

MONMOUTH UNIVERSITY - Fall 2020

ADD / DROP / WITHDRAWAL - PROCESSING & REQUIRED APPROVALS (Issued 09*02*2020)

OPEN COURSE(S): Until the Conclusion of Add/Drop Week (on 09/15/20)	ADD	DROP		
Using WEBregistration	None required if advisor switch = "Y"	None Required		
In-person	Advisor [*]	None Required		
International Student	Advisor and B. Nitzberg [*]	Advisor and B. Nitzberg		
CLOSED COURSE(S): Until the Conclusion of Add/Drop Week (on 09/15/20)	ADD	DROP		
Using WEBregistration	NOT AVAILABLE	None Required		
In-person	Advisor, Instructor and Instructor's Chair [*]	None Required		
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 (09/16/20 until 09/22/20)	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 (09/23/20 until 11/05/20)	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 12:00am on 11/06/20)	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)				