

MONMOUTH UNIVERSITY - Spring 2021

ADD / DROP / WITHDRAWAL - PROCESSING & REQUIRED APPROVALS (Issued 02*05*2021)

OPEN COURSE(S): Until the Conclusion of Add/Drop Week (on 02/01/21)	ADD	DROP		
Using WEBregistration	None required if advisor switch = "Y"	None Required		
In-person	Advisor*	None Required		
International Student	Advisor and C. Inzana*	Advisor and C. Inzana*		
CLOSED COURSE(S): Until the Conclusion of Add/Drop Week (on 02/01/21)	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 C. Inzana*	Advisor and C. Inzana*		
After Add/Drop Week until the End of the 2nd Week (02/02/21 until 02/08/21)	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 C. Inzana*		As above, and C. Inzana*	As above, and C. Inzana
From the 3rd Week until the "W" Deadline (02/09/21 until 04/09/21)	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 C. Inzana*		As above, and C. Inzana*	As above, and C. Inzana
After "W" Deadline (starting 12:00am on 04/10/21)	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 C. Inzana*		As above, and C. Inzana*	

* TO ADD A CLASS: Use Registration: Add Closed Course eForm or Registration: Add Open Course eForm.