

# MONMOUTH UNIVERSITY - Spring 2019

## ADD / DROP / WITHDRAWAL - PROCESSING & REQUIRED APPROVALS (Issued 01\*03\*19)

<b>OPEN COURSE(S):</b> Until the Conclusion of Add/Drop Week (on 01/29/19)	<b>ADD</b>		<b>DROP</b>	
Using WEBregistration	None required if advisor switch = "Y"		None required if advisor switch = "Y"	
In-person	Advisor <sup>*</sup>		Advisor	
International Student	Advisor <b>and</b> B. Nitzberg <sup>*</sup>		Advisor <b>and</b> B. Nitzberg	
<b>CLOSED COURSE(S):</b> Until the Conclusion of Add/Drop Week (on 01/29/19)	<b>ADD</b>		<b>DROP</b>	
Using WEBregistration	NOT AVAILABLE		None required if advisor switch = "Y"	
In-person	Advisor, Instructor and Instructor's Chair <sup>*</sup>		Advisor	
International Student	Advisor, Instructor, Instructor's Chair <b>and</b> B. Nitzberg <sup>*</sup>		Advisor <b>and</b> B. Nitzberg	
<b>After Add/Drop Week until the End of the 2nd Week (01/30/19 till 02/05/19)</b>	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All students	Advisor, Instructor, and Instructor's Chair <sup>*</sup>	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, <b>and</b> B. Nitzberg <sup>*</sup>		As above, <b>and</b> B. Nitzberg <sup>*</sup>	As above, <b>and</b> B. Nitzberg
<b>From the 3rd Week until the "W" Deadline (02/06/19 until 03/25/19)</b>	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
All students	Advisor, Instructor, Instructor's Chair, and School Dean <sup>*</sup>	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, <b>and</b> B. Nitzberg <sup>*</sup>		As above, <b>and</b> B. Nitzberg <sup>*</sup>	As above, <b>and</b> B. Nitzberg
<b>After "W" Deadline (starting 12:00 a.m. on 03/26/19)</b>	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
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, <b>and</b> B. Nitzberg <sup>*</sup>		As above, <b>and</b> B. Nitzberg <sup>*</sup>	

<sup>\*</sup> TO ADD A CLASS: Use Registration: ADD Course form - can be printed from Registrar's web-site or WEBstudent (select paper forms)