

# MONMOUTH UNIVERSITY - Spring 2023

## ADD / DROP / WITHDRAWAL - PROCESSING & REQUIRED APPROVALS (Issued 1/18/23)

Until the Conclusion of Add/Drop Week (on 1/24/23)	<b>ADD</b>	<b>DROP</b>		
All students	Student Planning or Department	Student Planning		
After Add/Drop Week until the "W" Deadline (01/25/23 until 03/20/23)	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
Open Courses	Instructor, Instructor's Chair, Bursar <b>Use e-FORM: REGIS - Add Open Course</b>  Email Global Ed office for international students	NOT AVAILABLE	student e-FORM no longer available	<b>Use e-FORMS - "Registration: Withdraw From Course"</b>  Email Global Ed office for international students
After Add/Drop Week until the "W" Deadline (01/25/23 until 03/20/23)	<b>ADD</b>	<b>DROP</b>	<b>SWAP</b>	<b>WITHDRAW</b>
Closed Courses	Instructor, Instructor's Chair, DEAN, Bursar <b>Use e-FORM: REGIS - Add- Add Closed Course</b>  Email Global Ed office for international studentse	NOT AVAILABLE	student e-FORM no longer available	<b>Use e-FORMS - "Registration: Withdraw From Course"</b>  Email Global Ed office for international students