

MONMOUTH UNIVERSITY - Spring 2025

ADD / DROP / WITHDRAWAL - PROCESSING & REQUIRED APPROVALS (Revised 1/17/25)

OPEN COURSE(S): Until the Conclusion of Add/Drop Week (on 01/28/25)	ADD	DROP		
All students	Student Planning or Department	Student Planning		
After Add/Drop Week	ADD (until 3rd week of semester: 02/11/25)	DROP	SECTION CHANGE	WITHDRAW (Until 03/24/25)
Open Courses	Instructor, Instructor's Chair, Bursar Use e-FORM: REGIS - Add Open Course International students need Christopher Marrone's approval	NOT AVAILABLE	Instructor, Instructor's Chair SAME COURSE Student to email registrar@monmouth.edu. Instructor and chair approval required.	Use e-FORMS - "Registration: Withdraw From Course" International students need Christopher Marrone's approval
After Add/Drop Week	ADD (until 3rd week of semester: 02/11/25)	DROP	SECTION CHANGE	WITHDRAW (Until 03/24/25)
Closed Courses	Instructor, Instructor's Chair, Dean, Bursar Use e-FORM: REGIS - Add- Add Closed Course International students need Christopher Marrone's approval	NOT AVAILABLE	Instructor, Instructor's Chair, Dean SAME COURSE Student to email registrar@monmouth.edu. Instructor, chair and dean approval required.	Use e-FORMS - "Registration: Withdraw From Course" International students need Christopher Marrone's approval
After "W" Deadline (starting 12:00am on 03/25/25)	ADD	DROP	SECTION CHANGE	WITHDRAW
All students	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE: See your advisor if you have unusual circumstances.