



# FERRIS STATE UNIVERSITY

## COLLEGE OF HEALTH PROFESSIONS

### **Schedule Adjustment: Drop and Add**

#### **Policy**

Students wishing to drop or add a course may do so **up to and during the first four days of the semester**, by accessing the “Academics” tab in MyFSU and selecting “Drop/Add Courses”. Students who wish to adjust their schedule **after the four day period** must process the request at the Student Academic Affairs Office within their College and may only do so with the approval of that office and/or the department.

#### **Procedure**

##### **Dropping or Adding a Class – General Guidelines**

- If possible consult with your department, program or academic advisor before dropping or adding to be sure that:
  - dropping the class is really necessary (drop)
  - you need the new class for graduation from your program (add)
  - you have met all the requirements for the new class (add)
- Perform a search on Banner of appropriate class section options prior to dropping and adding classes to assure that there are seats available in the desired section.
- If the class desired to be added is listed as full and there are no appropriate alternatives, you may go to the department where the course is offered and request an “override”.
- If the registration system indicates that you lack a pre-requisite for the course that you think you do have, you may also discuss this issue with the department responsible for the course.
- If you are able to obtain a required override or are able to demonstrate the appropriate prerequisite, many departments or the Student Academic Affairs (SAA) Office may be able to add the course for you.
- Remember that you may be required to withdraw from your original/current class before adding your new selection and your new selection may be full by the time you try to add it back.
- Remember that dropping below full time (12 credits) may impact your financial aid, athletics, housing, workstudy or student worker status. Check with the appropriate departments to determine your options.

##### **Dropping or Adding a Class – After the fourth day of the semester**

###### Main Campus Students:

- Go to the CHP Student Academic Affairs (SAA) Office in VFS 209 to get a 4 part form
- Complete the form and secure required signatures as directed by the SAA staff.
- Carry the form to the Student Service Center complete the drop/add.

###### Off Campus Students:

- Contact your Academic Advisor to discuss your desire to drop or add a course to discuss the implications.
- Process an electronic form with your Advisor and your Advisor will make notes in Banner regarding the schedule change.