

Date Received _____

Berea College Course Registration Drop/Add Form

(Please print legibly using blue/black ink only)

Term _____

Student B Number _____

 Student Name _____

Last
First
Middle

Student's Signature _____ Date _____

International students must get approval from the International Student Advisor before changing their class schedule.

International Student Advisor's Signature _____ Date _____

Added Course(s)

For a course conflict, permission must be secured from the instructor of the course in which the student will routinely miss class sessions.

CRN	Subject	Course	Section	Title	Credit	Instructor Signature for override (prereq, time, capacity, major, class)

Dropped Course(s)

Students are not permitted to drop below 3 credits without approval for part-time status from the Office of Academic Services.

Students are not permitted to drop the following courses without special permission:

GST 101, GSTR 110, GSTR 210 (Fall Term only), ENG 103, MAT 010, MAT 011, MAT 012, WELL 101 and WELL 102.

CRN	Subject	Course	Section	Title	Credit	Total Credits this term	Advisor Signature (required Fall and Spring Terms only)

Overloads

Overloads must be approved by the Office of the Registrar and will generally be processed a week before the term begins. Students seeking exceptions to the [standard criteria for allowing overloads](#) must submit a rationale statement explaining any special circumstances.

CRN	Subject	Course	Section	Title	Credit	Total Credits this term	Advisor Signature	Instructor Signature for override

Incomplete forms will not be processed. Students will be notified through Berea email if a form cannot be processed.

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 Office Use Only:
 Processor _____ Date _____