☐ Fall 20 ___
☐ Winter 20 ___
☐ Spring 20 ___
☐ Summer 20 ___

☐ Attending at the Potsdam Campus
☐ Attending at the Capital Region Campus
Are you also a Union College undergraduate? ☐ Yes ☐ No

Name _____   **Student ID #** _____

Major _____   **Phone** _____

Please see reverse regarding important notes on full-time status, academic standing, insurance & financial aid.

DROP

Class #	Subject & Number	Section Number	Credit Hours	Instructor Signature*	Date	NOTES
9999	CH 000	00	3	Professor XYZ	03/15/17	*example*

ADD

Adding courses for which there is a time conflict requires instructor approval. Indicate "time conflict" in the notes field.

Class #	Subject & Number	Section Number	Credit Hours	Instructor Signature* or Permission Number	Date	NOTES
9999	CH 000	00	3	Professor XYZ	01/15/17	*example*

See reverse for instructions on completing signature panels

FORMS SUBMITTED BY FAX, MAIL OR EMAIL WILL NOT BE ACCEPTED. STUDENT MUST TAKE FORM TO SAS IN PERSON.

(Distance students may submit electronically)

Student: _____   Date _____

Advisor (or Department Chair): _____   Date _____

Late Adds require the following approvals (see page 2 for definition of late add)

Department Chair: _____   Date _____

Academic Dean: _____   Date _____

Rev. 12/2018

Semester-based courses:
- Adding and dropping classes is permitted online through PeopleSoft through the first 10 days of the term.
- Dropped classes will not appear on the transcript if dropped within the first 20 days of the term (an add/drop form is required after the 10th day of the term)
- Students may drop or withdraw from a course through the last class day of the term. An add/drop form is required after the 10th day of the term.
  - A "W" will appear on the transcript for all drops which occur between the 5th and 10th weeks of the semester.
  - An "LW" will appear on the transcript for all drops which occur after the 10th week of the semester.

Required Approvals

- **Adding Classes**   Through the first 10 days   Advisor
  After the 10th day (late add):   Advisor, instructor, department chair, dean

- **Dropping Classes**   Through the first 10 days: Advisor
  After the 10th day: Advisor, instructor*
  The instructor's signature is required for verification, and does not denote approval

Quarter-based courses:
- Adding or dropping classes is permitted online through PeopleSoft through the first 5 days of the term.
- Dropped classes will not appear on the transcript if dropped within the first 10 days of the term (an add/drop form is required after the 5th day of the term).
- Students may drop or withdraw from a course through the last class day of the term. An add/drop form is required after the 5th day of the term.
  - A "W" will appear on the transcript for all drops which occur between the 3rd and 9th weeks of the quarter.
  - An "LW" will appear on the transcript for all drops which occur after the 9th week of the quarter.

Required Approvals

- **Adding Classes**   Through the first 5 days: Advisor
  After the 5th day (late add):   Advisor, instructor, department chair, dean

- **Dropping Classes**   Through the first 5 days: Advisor
  After the 5th day: Advisor, instructor*
  The instructor's signature is required for verification, and does not denote approval

Notwithstanding your academic Advisor's or department chair's signature, please note Clarkson Regulations III-U GRADUATION states, in part, "...each student is responsible for ascertaining and meeting the requirements for graduation."