Add/Drop of Classes

Panther ID

Select Term:
Fall 20____
Spring 20____
Summer 20____

Name
Last
First
MI

Reference Number: 12345
Prefix:
Course Number:
Sec#:
Grade Option:
Credit Hours:
Days
Times

ADD
Reference Number: 12345
Prefix:
Course Number:
Sec#:
Grade Option:
Credit Hours:
Days
Times

DROPS
Reference Number: 12345
Prefix:
Course Number:
Sec#:
Grade Option:
Credit Hours:
Days
Times

The following signatures may be required when requesting to add/drop a course.

Professor’s Name
Signature
Date

Advisor’s Name
Signature
Date
____ Student needs course to graduate
____ Student was added to course in error (Please specify error on separate document)
____ Student doesn’t meet prerequisite (Please specify on separate document)
____ Other (Please specify reason for add/drop on separate document)

Dean's Name
Signature
Date

Deans Signature needed for students signing up for:
19 or more credits for undergraduate
16 or more credits for graduate. Initiate petition with Academic Department.

Check all that apply to you:
____ Financial Aid / Bright Futures Recipients
____ International Student
____ Veteran
____ Student-Athlete

By Signing above I am agreeing to the Terms & Conditions on the back of this document.

ENS top.fiu.edu
Updated: 03/30/15 HC/OneStop
Terms and Conditions

I acknowledge and accept that as a student at Florida International University, I understand and agree to the following terms and conditions.

_____ I am responsible for my own enrollment and for adhering to all published deadlines.

_____ I am responsible for the payment of any class for which I register or have authorized a university representative to register me. If I initiate registration for the semester on or after the first day of classes, I will be assessed a $100 Late Registration Fee.

_____ I must drop any class I do not want on my permanent record by the end of the Add/Drop period, as published in the university’s Academic Calendar. I will refer to the Academic Calendar for all relevant deadlines.

_____ I am financially liable for tuition and fees for all classes I drop after the Add/Drop deadline and will receive a permanent DR grade on my transcript.

_____ If my tuition and fees are not paid or I have not made the appropriate arrangements by the designated deadline, my classes MAY be dropped for non-payment. If my classes are dropped for non-payment, I will have a limited amount of time to be reinstated into ALL my classes with late fees.

_____ I am aware that I have six months after a semester ends to submit an appeal to drop/withdrawal classes with proper documentation.

_____ I am aware that any changes made to my enrollment could impact my financial aid.

_____ I am aware that all official university communications will be sent to my FIU student email account. I also understand that all student-initiated communications to Enrollment Services must be sent via my FIU student email account.

The university has adopted an emergency notification system to all faculty, staff and students that relies on phone text messaging. Should an emergency arise on our campus, the university will immediately send out a brief text message to all member of the university community. The university will only use the text-messaging feature for emergencies and bi-annual tests of the emergency messaging system. In accordance with the university’s emergency management procedures every student must submit his or her appropriate emergency contact information. In the event you do not have a current and active cell phone number, please include an alternate emergency contact number. If you fail to provide either, you will not be able to register using this online system.

Emergency Notification Information
Cell Phone Number ________________________________ or Other Phone __________________________

Standard text messaging rates/other charges from your service provider may apply.