

CHANGING COURSES WITHIN THE FIRST TWO WEEKS OF THE SEMESTER (ADD/DROP PERIOD).

To change courses, the student may obtain a *Course Add/Drop* form from the Records Office. This form allows students to add courses until the end of the first week of classes and drop courses from their schedule until the end of the second week of classes. To complete the form, the student must obtain the signature of his or her advisor. Courses dropped during this period will not be recorded on the student's transcript.