

# MIAMI

UNIVERSITY

Regionals

## ADD/DROP FORM

Use this form to make *changes* to your

**Regional** schedule

~check one term~

Fall  Spring  Summer

LAST NAME

FIRST NAME

MI

Banner ID number *or* social security

### DROPS

CRN # Course Sec Instructor signature

0|0|0|0|2 K|N|H|1|2|0|M M|U|A (EXAMPLE)


### READ INSTRUCTIONS at THE SIDE →

### ADDS

CRN # Course Sec symbol

0|0|0|0|2 T|H|E|0|0|2 M|A (EXAMPLE)

Have the instructor of the class sign on the line below their class if needed per the instructions at the side of this form.

Instructor signature			
Instructor signature			
Instructor signature			
Instructor signature			

## Miami University Regionals Add/Drop Instructions

You can make changes to your schedule through BannerWeb until Friday evening of the first week of classes for fall & spring terms or until evening of the second day of a summer term.

### DROPS

- List CRN, COURSE, and SECTION.
- INSTRUCTOR'S SIGNATURE IS REQUIRED (after course has begun):
  - after the first week of classes (Fall and Spring semesters) or after the first two days of a summer term
  - **unless** class begins at 4:00 pm or later
  - **unless** class is web-based OR meets offsite OR meets only on Saturday OR is a SaturdaySelect course
- Courses cannot be dropped after the ninth week of the term or after 60% of a sprint course or summer term, unless a petition to withdraw is approved by the Inter-Divisional Committee of Advisers (through Student Svcs 1 JH).**

### ADDS

- List CRN, COURSE, and SECTION.
- INSTRUCTOR'S SIGNATURE is required when the class is full.**
- INSTRUCTOR'S SIGNATURE is always required after the first week of classes during Fall and Spring semesters (if the course is a late-start sprint, then the signature is required after the first course meeting) or after the second day of a summer term.

### SECTION CHANGE

Follow the instructions above to add new section and your previous section will be dropped.

COURSE SYMBOLS Leave blank if you are taking class for a letter grade.

- A = Audit
- X = credit/no credit
- ★ = remove symbol

### STATUS CHANGE

- Re-add the CRN, COURSE, and SECTION to your schedule indicating the correct course symbol (see above).
- INSTRUCTOR'S SIGNATURE may be required, consult *The Miami Bulletin* or *The Student Handbook*.

### GENERAL NOTES

Be aware there are REGISTRATION DEADLINES as to when:

- courses can be dropped without a grade
- courses can be changed to or from audit
- courses can be changed to or from credit/no credit
- courses can be dropped with a "W"

### REGISTRATION DEADLINES are available:

- printed in the Miami University Middletown Academic Calendar online at [www.mid.muohio.edu/registration](http://www.mid.muohio.edu/registration) click on [Academic Calendar for Current Year](#) (pdf)

**It is each student's responsibility to officially add or drop any or all classes.**

CHANGES WILL BE PROCESSED **ONLY**  
WHEN THE PROPERLY COMPLETED FORMS HAVE BEEN RECEIVED  
in the Records and Registration Office 114H Johnston Hall.