

## Registration Adjustments

(Add, Drop, Withdrawal)

**Important:** Administrative requests to “add” courses must be submitted to the Office of the Registrar no later than two weeks prior to the term’s census date. Adds after the midpoint are not reflected in official BOR data and therefore GSU does not receive any money from the BOR for courses added after the midpoint.

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Students will incur a **\$37.50** post registration fee for any manual schedule adjustments

### Please follow these steps:

1. The initial requestor, (i.e. faculty) should provide the appropriate information and send the e-mail to the approving authority (chair, associate dean, dean).
2. The approving authority (i.e. chair or dean) should then send an e-mail indicating approval.
3. There should be ONE e-mail per student request. Please do not send a list of students with several adjustments on one e-mail because it may lead to mistakes. It will also lengthen the registration adjustment process.
4. If the Office of the Registrar needs additional information, it will be requested via the same e-mail chain.

### Email format:

**Subject Line:** Student’s Name ONLY (Add/Drop/Withdraw)

### **Body of Email should include:**

>>>Instructor@gsu.edu 09/01/05 9:00AM>>>

1. Student’s ID (If graduating, please indicate)
2. Course Prefix and CRN (i.e.; ENG 3456, CRN 23476)
3. Explain in detail the reason for the add, drop, \*withdrawal

\*Request to withdraw, please indicate:

- a. estimated last date of attendance

**\*Administrative withdrawals must be submitted no later than two weeks prior to Grade Submission**

>>>Dept.Chair@gsu.edu 09/01/05 10:00AM>>>

Approved (\*add, drop or withdrawal)

\* Request to add a course, please indicate:

- a. whether or not student has satisfied all course requirements (i.e. prerequisites, co-requisites, and GPA)
- b. whether or not room capacity will allow overflow

**Please Note:** If student has not paid tuition and fees, the request to “add” may not be permitted

**After census date:** >>>Dean@gsu.edu 10/02/05 11:00AM>>>

Approved

\* **Send final approval to:** [Registration.adjustment@langate.gsu.edu](mailto:Registration.adjustment@langate.gsu.edu)

Effective 8/25/2005