RUTGERS
School of Public Health

Office of the Registrar
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Add/Drop Course

Students are required to adhere to the registration deadlines published on the School's Registration and Withdrawal/Refund Calendars. Online registration is available for students who need to add/drop course(s). Students who are unable to add/drop online must submit this Add/Drop form for manual registration. Students are encouraged to register before the start of the semester. Students who register during the late registration period will be subject to a $50 late registration fee. Courses dropped during the late registration period will not appear on a student's transcript.

After late registration, courses may only be dropped and will be subject to a grade of "W" (Official Withdrawal) and financial penalty. Students who stop attending a course without officially dropping the course are subject to a failing grade in the course. If a student drops all their courses and is then registered for zero (0) credits, a Leave of Absence form must be submitted. Otherwise, the student will be administratively withdrawn from the School.

Students who meet eligibility requirements to retake a course must submit this Add/Drop form during the published registration deadlines. Both courses will appear on the student's transcript but only the second (not necessarily the higher) grade will be calculated into the student's GPA. The original course will remain on the transcript with an "R" (Repeat) grade (with no degree credit earned). Students who meet eligibility requirements to audit a course must receive approval from the course instructor before submitting this Add/Drop form. An Add/Drop form must be submitted during the published registration deadlines. Once a student is registered for the approved course as an audit, no changes may be made. A grade of AU will appear on the student's transcript. Students auditing a course are subject to full tuition and fees.

Semester: ❑ **Fall** ❑ **Spring** ❑ **Summer** **Year** _____

1. **Name:** _____ **Student ID#:** _____
   Last Name *First Name* *Middle Initial*
2. **Rutgers Email Address:** _____
3. **Current Mailing Address:**
   _____
   Include Number, Street and Apt. Number *City* *State* *Zip Code*
4. **Phone Numbers:**
   _____
   Home Telephone Number (incl. area code) *Business Telephone Number (incl. area code)* *Mobile Telephone Number (incl. area code)*

Add/Drop	CRN #	Course No.	Section	Course Title	Credits	Location	Retaking a Course (Y/N)	Auditing a course (Y/N)
Drop	*12345*	*PHCO 0504*	*030*	*Introduction to Biostatistics (example only)*	*3*	*New Brunswick*	❑ Y ■ N	❑ Y ■ N
							☐ Y ☐ N	☐ Y ☐ N
							☐ Y ☐ N	☐ Y ☐ N
							☐ Y ☐ N	☐ Y ☐ N

Total Credits Changed From: _____ **To:** _____

_____
Student Signature Date

_____
Academic Advisor Signature Date

_____
Financial Aid Office Signature *(only if you are receiving Financial Aid)* Date

_____
Office of the Registrar Signature Date