**FALL A/C & FALL B**

**FALL 2022- Late Enrollment Processes**

Below please find the procedure for late adds and drops for FALL 2022, as agreed by One Stop, Office of the Registrar, and Student Financials Office.

**Adding a class after AUG 29th :**

* Late add DocuSign form
* Some colleges may require a memo from the professor/advisor in order to obtain a Dean’s designee signature.

**OneStop reserves the right to request a memo of explanation for any requests.**

**FALL B**

Below please find the procedure for late adds and drops for FALL 2022, as agreed by One Stop and the Office of the Registrar.

**Adding a class after October 24th:**

* Late add DocuSign form
* Some colleges may require a memo from the professor/advisor in order to obtain a Dean’s designee signature.

NOTE: Late adds should only be requested in cases were the student needs the course for FALL 2022 graduation. We are relying on the academic advisors to determine if these late adds are necessary and are in the best interest of the student.

Any class added on or after the payment due date must be paid that same day to prevent a late payment fee and/ or enrollment cancellation.

**Dropping a class (without liability) after FALL/FALL A/ FALL B deadline (s)**

* Student petition form
* Official Memo/Email of explanation from department AND/OR Student supporting documentation as requested on the form.
  + If the department is initiating the petition, please make sure to communicate with the student and obtain student’s written consent (when applicable).

**Swaps – USE ENROLLMENT ADJUSTMENT FORM**

* SWAP defined ONLY as: SAME CLASS, SAME SESSION, DIFFERENT SECTION
* If swapping the same course but a different section please see “Adding a class” instructions above, the professor signature/email would be for the class being added. (This does not apply to courses between sessions)
* If requesting a late add and a non-fee liable drop for a different course please submit requirement for adds as explained above **AND** a departmental memo of explanation for the non-fee liable drop.

*Any class dropped after the respective drop dates will be assigned a DR grade by default and the student is liable for the tuition charges.*