

GRADUATE PROGRAM IN PASTORAL MINISTRIES



CLASS ADD/DROP FORM

NAME: _____ DATE: _____ SCU ID #: _____

TERM: Fall Winter Spring Summer Year: _____

Most classes may be added via Ecampus through the last day of the Late Registration period. Some classes require special permission before they can be added.

Special Permission/Restrictions:

If a class is filled to capacity, you may seek the instructor's permission to add it. The instructor will give you a unique, section-specific permission number that will override class capacity. Use the permission number to add the class through Ecampus during the first week of the term. *If the permission number the instructor provided does not work, submit this Add Form with the permission number to the Graduate Services Office no later than the last day to add a class.*

Some classes require special permission to enroll and may be added only with the instructor's signature on this form no later than the last day to add a class.

Time Conflict:

To add a section which has a time conflict with another section, list the information for both classes, including the time conflict, obtain the signature of both instructors on this form and submit it to the Graduate Services Office on or before the last day to add a class.

CLASSES ADDED

SUBJECT	COURSE	CLASS #	COURSE TITLE	INSTRUCTOR'S SIGNATURE	DATE	UNITS
EXPLANATION:						

CLASSES DROPPED

Classes can be dropped through Ecampus during the first four weeks of the quarter. Dropping the fifth through the ninth week of the term requires the instructor's signature on this form and will result in a "W" to appear on your academic transcript.

SUBJECT	COURSE	CLASS #	COURSE TITLE	INSTRUCTOR'S SIGNATURE	DATE	UNITS
EXPLANATION:						

ATTENTION GRADUATE STUDENTS: A dropped/swapped class will be assessed a fee of \$30.00 during the first week of the term. Any adjustments to registration after the Add/Drop Period will generate a \$75.00 late registration fee. For the most current graduate billing, tuition refund policies, and fee dates, please refer to the following website: <http://www.scu.edu/bursar/general/Calendar.cfm>

Student Signature: _____

Date: _____

Office Use: By: _____ Date: _____
