

Year: _____ Term: Fall _____ Spring _____ Summer _____

Name: _____ **SUBR Student ID#: U0**

Instructions: Complete all information before returning this form to the Registrar's Office by the established deadlines. Students seeking an override should return this form before the official census date for the semester. See the Southern University at Baton Rouge academic calendar for deadline dates and fees.

A D D	Course Registration Number (CRN)	Course Prefix	Course Number	Section Number	Faculty's Signature	Override Reason			
						Class Closed	Time Conflict	Maximum Hours Exceeded	Other

Reason/Justification for Adding: _____

Current Total Semester Credit Hours (SCH): _____ **Semester Credit Hours (SCH) with Overload:** _____

Overload Approval: 19 hours constitutes an overload (Fall and Spring) and 13 hours constitutes an overload for the Summer term. A student may take up to 22 hours in Fall or Spring and 15 hours for the Summer with approval of the Vice President for Academic Affairs, the appropriate academic chair and advisor, provided the student has maintained a cumulative grade point average of 3.0 or above prior to the overload request.

Advisor's Signature/Date University College Advisor's signature required for students with less than 59 hours.	Division Chair's Signature / Date	Vice Chancellor for Academic Signature/Date
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D R O P	Course Registration Number (CRN)	Course Prefix	Course Number	Section Number	Faculty's Signature

Reason/Justification for Dropping: _____

Before submitting this form to the Registrar's Office for processing, please read the information on the reverse side of this form.

I understand that I must be registered for at least 12 semester credit hours (SCH) to be considered a full-time student. Any changes in my course load may affect my financial aid, athletic, academic scholarship or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule at any time through my Banner Web account.

Student's Signature: _____ **Date:** _____ **Phone#** _____

FINANCIAL AID Do you have financial aid? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, Financial Aid must sign this form. Note: Your financial aid may be affected by changing your credits. <hr style="width: 80%; margin-left: 0;"/> Financial Aid Staff Signature _____ Date _____	
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Form Submission Information	
Registrar's Office Fax Number	225-771-5064
Cashier's Phone Number	225-771-2580
Registrar's Office Use ONLY	
Processed by: _____	Date: _____

General Information:

1. You have 1 week in the Fall, Spring and, summer to adjust your course schedule (add and drop courses). See the Southern University at Baton Rouge academic calendar for deadline dates.
2. No courses will be added after the official census date (14th class day for Fall and Spring/7th class day for Summer). This includes changing a section and/or instructor for a course.
3. If you withdraw from a course after the official census date (14th class day for Fall and Spring/7th class day for Summer), you will be responsible for paying the required fee as listed in the Southern University at Baton Rouge catalog.
4. Students who drop a course after the official census date (14th class day) will receive a grade of “W” in the course.
5. Return the original signed form to the Registrar’s Office with proof of payment (receipt) for processing.

Financial Aid Eligibility:

1. A change in your enrollment status may result in a revised financial aid award. Some financial aid programs require FULL-TIME enrollment.
2. Under the Satisfactory Academic Policy (SAP), you must successfully complete 67% of all attempted semester credit hours (SCH) or your future financial aid will be jeopardized. “W” and Incomplete (“I”) grades will be included in the number of attempted credits for this calculation.
3. If there is a need to repeat a course, please visit the Office of Financial Aid to determine if the course is eligible for funding.
4. Academic probation can affect your financial aid eligibility. Refer to the Satisfactory Academic Progress (SAP) policy in the Southern University at Baton Rouge catalog.
5. If you drop a course after the official census date (14th class day), you will be responsible for FORFEITURE CHARGES – a percentage of tuition based on what point in the semester you drop. This policy applies to official withdrawal from the University. Your financial aid may be affected!
6. You must be enrolled in at least 6 semester credit hours (SCH) to be eligible for most forms of financial aid.