

*Refer to the University Calendar for Add/Drop deadlines.*

**Enrolling/dropping without Advisor approval or falsifying information is a violation of University policies and can be subject to disciplinary and/or administrative sanctions.**

(See [http://www.smu.edu/registrar/Enrollment\\_Info/online\\_registration\\_instructions.asp](http://www.smu.edu/registrar/Enrollment_Info/online_registration_instructions.asp) )

^ **STEP 1 Student-** Complete all steps and obtain all approvals. Print clearly and press firmly with a ball point pen.

<b>Name</b>	<b>SMU ID</b>	<b>Local/Cell Phone</b>
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<b>Term</b>	Confirm/Update your Local Phone and Address information using Access.SMU. This is information used to contact you. Official correspondence may be sent to your SMU assigned email address. Check it regularly.
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^ **STEP 2 Student-** Meet with your advisor. Have advisor complete Subject and Catalog No. to be added/ dropped and any comments. You or your advisor may complete Class No./ Section No. (**section numbers and section changes do not require advisor's approval**). Sign the form.

^ **STEP 3 Advisor-** Sign this form and retain the yellow copy for your file.

<b>Academic Advisor's Approval</b> Required for all Add/ Drop transactions	<b>Date</b>
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^ **STEP 4 Student-**

- a. Obtain any Department Approval, needed if registration restriction is Instructor or Department consent required.
- b. If you are a student athlete, obtain Athletic Department approval. Student-athletes may lose their athletic financial aid if they render themselves ineligible by dropping below the 12-hour minimum required for practice and competition.
- c. If you are an F-1 or J-1 international student, obtain international advisor signature. **Failure to maintain full-time hours may result in deportation.**
- d. If you are on financial aid, dropping below 6 hours has financial aid implications, see your financial aid advisor.
- e. Academic Dean's approval for 19 or more hours.

Athletic Department Approval

International Advisor's (DSO) Approval

Academic Dean's Approval

^ **STEP 5 Student-** **Process your add/drop on ACCESS.SMU**

<b>ADDS:</b>					<b>COMMENTS</b>
	Class #	Subject	Catalog #	Section #	
1 <sup>st</sup> Selection					
2 <sup>nd</sup> Selection					
3 <sup>rd</sup> Selection					
<b>DROPS:</b>					<b>COMMENTS</b>
	Class #	Subject	Catalog #	Section #	

**Retain a copy of this for your records and verify transaction completion by going to "Your Class Schedule."**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_