

Refer to the University Calendar for Add/Drop deadlines.

****You must meet with your academic adviser prior to enrolling for a term. Failure to meet with your adviser may result in sanctions.**** Students are encouraged to confer with an academic adviser when considering adding or dropping courses. Visit www.smu.edu/registrar, Class Schedule and Enrollment Information for more on Enrollment and Academic Records, Standards, and Rules.

Name	SMU ID	Local/Cell Phone
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Term	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 1** Meet with your adviser. You are encouraged to seek assistance from your adviser(s) when considering adding/dropping a course.

- **STEP 2**
 - a. If registration restriction is Instructor or Department consent, obtain electronic permission from department.
 - b. **Student Athletes:** Consult with the Athletic Compliance Office prior to attempting to drop a course to review the effects the drop might have on your athletic participation and aid. After the consultation, the Compliance Office will update Access.SMU to allow you to process the drop through self-service should that be your decision. The consultation is advisory, and the choice to drop a course is yours to make. *If you need assistance regarding your scholarship or other aspects of being a student athlete, contact Dave Wollman, Assistant Athletic Director for Student-Athlete Development.*
 - c. **International Students:** If a drop will take you to fewer than 12 hours, you should consult with the International Center prior to attempting to drop a course so that any effects to your immigration status can be discussed with you. After the consultation, you can process a drop through self-service in Access.SMU should that be your decision.
 - d. **Students on Merit or Need Based Financial Aid:** If a drop will take you to fewer than 12 hours, you should consult with your financial aid adviser prior to attempting to drop a course. Your financial aid adviser will be able to tell you any effects the drop will have to your aid. After the consultation, you can process a drop through self-service in Access.SMU should that be your decision. *If you have any questions regarding this procedure or your financial aid, contact Marcia Miller, Associate Financial Aid Director.*
 - e. **If requesting to enroll in 19 or more hours,** obtain Academic Dean’s/Records Office approval. Records Office must modify your maximum hours in order for you to enroll in 19 or more hours. *Additional hours may result in added tuition charges.*

- **STEP 3** Process your ADD/DROP on ACCESS.SMU.

ADDS:				COMMENTS/NOTES
Class Nbr	Subject	Catalog Nbr	Section Nbr	
DROPS:				COMMENTS/NOTES
Class Nbr	Subject	Catalog Nbr	Section Nbr	

Student Signature: _____ **Date:** _____

Retain a copy of this form for your records. Verify transaction completion by reviewing Access.SMU/My Class Schedule.