



## Instructions for Completing the Add/Drop Form

**To add, drop, or withdraw from a course, provide the following information on your Add/Drop Form:**

- Course Reference Number (CRN)
- Subject Area (i.e. BCH)
- Course Number (i.e. 443)
- Credit Hours (i.e. 4.0)
- Abbreviated Title
- Instructor's signature (required for all courses added/dropped after the first day of the semester)
- Date
- Advisor's Signature (unless non-matriculated)

**After the form has been completed and all necessary signatures obtained:**

- Matriculated graduate students submit the form to their Graduate Program Coordinator
- Non-matriculated students submit the form to the Registrar, room G-9556

**Please Note:**

The effective date of registration change is the date the Add/Drop form is received by the Registrar. Any additional tuition is to be paid at the time the change is made.

Official withdrawal from a course is the responsibility of the student, who must file a withdrawal request. Telephone calls to offices on campus, or failure to attend classes are **NOT** considered official notice of intent to withdraw.

**Audit** - Prior approval (signature) of the course instructor and advisor (if applicable) is necessary to audit a course.

**Deadlines** - Add/Drop/Audit/Withdrawal deadlines are published in the [School of Medicine and Dentistry Academic Calendar](#). Courses added after the deadline will result in a \$150 late charge to the student's account. Courses dropped after the deadline will be reflected on the official transcript with a W grade.

**Refunds** - For credit courses, tuition is adjusted according to the annual refunds schedule. Tuition refunds for audits are not given once classes start.

**Tuition Reimbursements and Tuition Benefits Waivers for University of Rochester Faculty and Staff** - UR employees should note that dropping, withdrawing from or failing a course could result in financial responsibility. Tuition benefits information for University employees can be obtained through the [Benefits Office](#). Students receiving tuition reimbursement benefits from other companies or organizations should confirm their responsibilities as well.