



Office of Enrollment Services

ADD / DROP FORM



SHRP POLICY

Add/Drop Policy: A student may add or drop a course only within the following time periods (forms dated and submitted following these time periods will not be accepted):

- (1) A semester-long course: prior to the end of the second week in which the course is offered.
- (2) A course lasting less than a semester; generally a period of less than one week.

The student must complete the Add/Drop form, obtain signed approval from their Program Director and return this form to Enrollment Services within the time period stated above.

ALL SHRP TRADITIONAL (NON-BLOCK) REGISTERING STUDENTS ARE REQUIRED TO PROCESS THEIR REGISTRATION ON-LINE VIA THE MY.UMDNJ PORTAL (<http://my.umdj.edu>). STUDENTS SUBMITTING THIS FORM WILL BE ASSESSED A \$50.00 REGISTRATION FEE. Registration PINs, which change each semester, are required for processing registration changes online. Please make sure to contact your Academic Advisor or Program Director to obtain your registration PIN or check your UMDNJ e-mail if you are in a program in which registration PINs are distributed to students by Enrollment Services.

Student ID#: A00 _____ First Name: _____ M: _____ Last Name: _____

Daytime Phone #: (____) _____ Home Phone: (____) _____ Email Address: _____

Program/Major: _____ If Joint Program, Affiliate Name _____ Term: (ex: Fall 2006) _____

Start Date (If known) _____ End Date (If Known) _____

I WISH TO ADD THE FOLLOWING COURSE(S):

Course Reference # (CRN)	Subject	Course	Section #	Credits	Course Title
EX. 73311	IDST	6110E	00W*	3	STRATEGIC PLANNING HEALTH CARE DELIVERY

* Please make sure to indicate the correct section number as courses will have different sections (i.e. sec 00W, 02W, 03W...)

Total # of Credits before: _____ Total # of Credits after Change: _____

I WISH TO DROP THE FOLLOWING COURSE(S):

Course Reference # (CRN)	Subject	Course	Section #	Credits	Course Title
EX. 73311	IDST	6110E	00W*	3	STRATEGIC PLANNING HEALTH CARE DELIVERY

Please make sure to indicate the correct section number as courses will have different sections (i.e. sec 00W, 02W, 03W...)

If you will be dropping to zero credits and do not plan on taking any other courses this term, you must fill out a "Leave of Absence", "Maintaining Matriculation" or Withdrawal From The School" form.

I, _____ understand that \$50.00 will be charged to my account following submission of this form.

Student Signature: _____ Date: _____

I certify that the student's request to add/drop the above course(s) is in compliance with the above policy.

Program Director Signature: _____ Date: _____

ENROLLMENT SERVICES USE ONLY

Enrollment Services signature _____ Date Processed _____