

Procedure #	AA-103-P01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

Add and Drop Procedure

1. Definitions

- 1.1. **Study Plan:** A set of compulsory, optional, and free courses, the sum of which constitutes the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 1.2. **Course:** A study subject within the approved study plan in each major (program) and each course has a number, code, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses. A course may have a requirement of prerequisites and/or concurrent courses and may be a prerequisite and/or co-requisite for other courses in the program.
- 1.3. **Semester Course Load:** The total number of study units that a student is allowed to register for in a semester, and the maximum and minimum course load are determined by the University Council.

2. Procedure

- 2.1. Adding and dropping courses is allowed in the first week of the semester. The period may be extended with the approval of the Chancellor upon the recommendation of the Director of Admission and Registration.
- 2.2. The student consults with his/her academic advisor for the courses to add or drop and fill out the "*Add and Drop Application Form*". The form should bear the signature of the academic advisor.
- 2.3. Adding of a course without having taken the co-requisite or the pre-requisite is not permissible without the approval of the Department Head and the College Dean. Such approval is granted for special circumstances only.
- 2.4. Dropping a course that is a co-requisite to another registered course is not permissible. In such a case, the student must drop the both courses or obtain the approval of the Department Head and the College Dean. Such approval is granted for special circumstances only.
- 2.5. The add/drop of courses is subject to student academic load limits set forth in the Registration Policy.
- 2.6. The student submits the properly approved "*Add and Drop Application Form*" to the registration officer at the Admission and Registration Department.
- 2.7. The registration officer add/drops the courses on the system and submits the modified courses schedule to the student.
- 2.8. Students without Academic Probation can add/drop remotely online via the SIS registration system after payment or scheduling of tuition fees. The system restricts registration to

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courses with satisfied co-requisites and pre-requisites requirements provided that the semester course load limits are observed.

3. Related Documents

- 3.1. Add and Drop Application Form (AA-103-F1)