



UNIVERSITY of MARYLAND
EASTERN SHORE

OFFICE of the REGISTRAR

Student Development Center, Room 1120 | 1 Backbone Road | Princess Anne, Maryland 21853
registrar@umes.edu | Phone: (410) 651-6413/6414 | Fax: (410) 651-7844

Registration/Add/Drop Form

*** IMPORTANT REGISTRATION NOTICES ***

- In addition to your advisor, be sure to consult with the [Office of Student Financial Aid](#) BEFORE making *any* class and/or schedule adjustments
- Dates for dropping and adding classes are restricted; See [current academic calendar](#) for deadlines
- Any class dropped after the drop/add deadline will receive a grade of W
- Students are financially and academically obligated for all enrollment, regardless of attendance

Student Name _____ Student ID # _____

Student Phone (____) _____ Student Email _____

Semester: Fall 20____ Spring 20____ Summer 10wk 5wk 1 5wk 2 20____ Winter 20____
Year Year Year Year Year Year

REGISTER or ADD CLASS(ES)

Class # (1715)	Subject (ENGL)	Course # (102)	Section # (0101)	Override Approval Reason(s) (Check all that apply; Signature must accompany below)	# Credit Hrs. (0-6)

DROP CLASS(ES)

Class # (1715)	Subject (ENGL)	Course # (102)	Section # (0101)	# Credit Hrs. (0-6)

TOTAL # Hours (Reg/Add) _____

TOTAL # Hours (Drop) _____

My signature below confirms the accuracy of the form contents and my understanding of the policies outlined above.

Student Signature _____ Date _____

Required Signatures

ALL registration/adds/drops require signatures. Signature requirements depend on date (deadline) of transaction processing.

1. _____
Advisor* Date
Student Development Center (SDC), Rm. 2200 or Department

2. _____
Department Chair or Designate Date

3. _____
Class Instructor Date
(for late reg./add, enrollment max overload, & other required)

4. _____
Dean or Designate Date
(for late reg./add, enrollment max overload, & pre-req. override)

5. _____
Honors Advisor/Representative Date
(registration/add Honors Program class ONLY)

6. _____
Graduate Dean or Designate Date
(for late reg./add, enrollment max overload, & pre-req. override)

*Freshman/Sophomores, see Center for Access & Academic Success (CAAS) advisor; Juniors/Seniors, see departmental advisor