



UNIVERSITY of MARYLAND EASTERN SHORE

OFFICE of the REGISTRAR

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

registrar@umes.edu

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

REGISTER or ADD CLASS(ES)

Table with 6 columns: 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)

Table with 5 columns: 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)
7. Office of the Registrar (registrar@umes.edu) Date

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