



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) 651-6414 | Fax: (410) 651-7844

Registration/Add/Drop Roster Form for Special Programs

**** IMPORTANT REGISTRATION NOTICES ****

- In addition to the student advisor, be sure to consult with the Office of Student Financial Aid BEFORE making any class and/or schedule
Dates for dropping and adding classes are restricted; See current academic calendar for deadlines. This roster form cannot be used after the deadlines only individual add/drop forms.
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

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

ADD CLASS(ES)

Table with 6 columns: Class # (1715), Subject (ENGL), Course # (102), Section # (0101), Special Program Name, # Credit Hrs. (0-6)

DROP CLASS(ES)

Table with 5 columns: Class # (1715), Subject (ENGL), Course # (102), Section # (0101), # Credit Hrs. (0-6)

REGISTER or ADD CLASS(ES)

Table with 5 columns: ID#, First Name, Last Name, Phone#, Email Address

Required Signatures

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

- 1. Advisor Date
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