



OFFICE of the REGISTRAR

Student Development Center, Room 1120 | 1 Backbone Road | Princess Anne, Maryland 21853  
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**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\_\_\_\_ Year |  Spring 20\_\_\_\_ Year |  Summer 20\_\_\_\_ Year |  Winter 20\_\_\_\_ Year  
 8wk1  8wk2 |  10wk  5wk1  5wk2

**REGISTER or ADD CLASS(ES)**

Class # (1715)	Subject (ENGL)	Course # (102)	Section # (0101)	#Credits (0-6)	Override Approval Reason(s) (Check all that apply; Signature must accompany below)	Instructor Signature (For late reg./add, enrollment max overload, permission & other required only)

**DROP CLASS(ES)**

Class # (1715)	Subject (ENGL)	Course # (102)	Section # (0101)	# Credits (0-6)

TOTAL #Credit Hours (Reg/Add) \_\_\_\_\_

TOTAL # Credit 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.

- \_\_\_\_\_  
\*Advisor (*Freshmen, see Center for Access & Academic Success (CAAS); Soph, Jr., Sr. see Departmental Advisor*) Date
- \_\_\_\_\_  
Department Chair or Designate Date
- Class Instructor Signature required in add classes section only for late reg./add enrollment overload, permission & other required
- \_\_\_\_\_  
Dean or Designate Date  
(*only for late reg./add, enrollment overload, & pre-req. override*)
- \_\_\_\_\_  
Honors Representative (*Honors Program class ONLY*) Date
- \_\_\_\_\_  
Graduate Dean or Designate Date  
(*only for late reg./add, enrollment overload, & pre-req. override*)
- \_\_\_\_\_  
Provost (*for retroactive, late or extenuating circumstance*) Date
- \_\_\_\_\_  
Office of The Registrar ([registrar@umes.edu](mailto:registrar@umes.edu)) Date