

STEPS TO PROCESS REGISTRATION FORMS; DROP/ADD FORMS; COURSE OVERRIDE FORMS; AND WITHDRAWAL FROM THE UNIVERSITY.

Registration Forms

Steps:

1. Students must retrieve Registration Forms from their major area advisors or academic school offices.
2. Students and major area advisors complete the form, listing classes the students want to take for the semester.
3. Major area advisors must sign the form.
4. Students may then complete their registration online, if clear of all advisor and financial holds.
5. If unable to register online due to holds, student must take completed and approved registration form to the Registrar's Office or to the designated location to complete registration by the specified deadline.

Drop/Add Forms – For students to add or drop classes once classes have started for the semester.

Steps:

1. Students retrieve Drop/Add Forms from their major area advisors.
2. Students and major area advisors write in classes to be added or dropped on form.
3. Major area advisors must sign the form.
4. Student must obtain signature or initials of instructor to indicate approval to add or consent to drop course.
5. Students take completed drop/add form to the Registrar's Office or to the designated location.
6. Students may add classes to their schedules until the end of the first week of classes.
7. Students may drop classes until the deadline date (please see the current academic calendar). Fees will be assessed, however, if students do not drop classes by the end of the first week of classes.

Override Forms for Full Classes and for Prerequisites

Steps:

1. To add a class that is full, students must retrieve the FULL COURSE OVERRIDE FORM from the instructors or the academic schools offering the course.
2. If the instructors approve the students' request to add the class, the instructors and students must verify the courses will not conflict with the students' schedule.
3. The instructor AND the academic dean must sign the FULL COURSE OVERRIDE FORM.
4. Students take completed FULL COURSE OVERRIDE FORM to the Registrar's Office or to the designated location.

5. To add a class that requires a prerequisite, students must retrieve the PREREQUISITE OVERRIDE FORM from his or her major area advisor.
6. The advisor AND the academic dean must sign the PREREQUISITE OVERRIDE FORM.
7. Students take completed PREREQUISITE OVERRIDE FORM to the Registrar's Office or to the designated location.

Withdrawal Forms –

Steps to Process Bethune-Cookman University Student Withdrawal Forms –

1. By requesting a Student Withdrawal Form, students are indicating their intent to withdraw from Bethune-Cookman University.
2. Students must complete a Student Withdrawal Form to the Office of the Registrar if they are registered in any semester but unable to complete that semester.
 - a. If you accepted your class schedule by adding GE 001A, you must complete the Withdrawal Form.
 - b. If you accepted your schedule, but did not attend classes, you must complete the Withdrawal form.
 - c. If you have been attending classes, and want to withdraw from the University, you must complete the Withdrawal Form.
 - d. If you did NOT accept your class schedule, you do not need to complete the Withdrawal Form. Class schedules that have not been accepted will be deleted from the system.

3. **Students may officially withdraw from the University up to the last day designated on the university calendar, which is normally 2 weeks before final exams (spring); 1 week (summer session).**
4. **Before initiating the withdrawal process, students are encouraged to consult their advisor to discuss the reason(s) for the withdrawal and to develop a plan for the completion of the degree.**
5. **Students must obtain all of the signatures from each office as indicated on the withdrawal form.**
6. **Students must return the signed/approved form to the Registrar's Office WITHIN 10 business days.**

Office of the Registrar 10.25.10