

## ADD / DROP Registration Form

Student ID#: \_\_\_\_\_

**Registrar**

Liberty Email Address: \_\_\_\_\_@liberty.edu

Name: \_\_\_\_\_  
 Last First Middle Initial

Registration for:  Spring  Summer  Fall of 20\_\_\_\_  Undergraduate  Graduate  Doctoral

ADD/DROP	CRN <i>ie. 12345</i>	Department <i>ENGL</i>	Course <i>101</i>	Section <i>001</i>	Credits <i>3</i>	Instructor's Signature for Closed/Full Sections*	Dean/Dept. Chair Pre-Req. Override**

\*Instructor's signature required for adding courses that are full/closed.

\*\*A Pre-Requisite Override requires the approval of the Dean or Department Chair of the department in which the course is taken. (This signature *does not* indicate signing a student into a full/closed course).

With the above changes, I now have \_\_\_\_\_ total credit hours. I understand the overload status (see below) will result in additional tuition charges.

Current GPA: \_\_\_\_\_

**Overload Status**

Undergraduate: 19-20 hrs = 3.0 GPA and Dept. Chair approval; 21 hrs = 3.5 GPA and Dean approval

Graduate: 16+hours = Program Director or Associate Dean approval

**Overload Approval (Department Chair or Dean of Major signature required):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office: \_\_\_\_\_ Date: \_\_\_\_\_