LIBERTY UNIVERSITY.
REGISTRAR

ADD / DROP Registration Form

Student ID#: _____

Liberty Email Address: _____@liberty.edu

Name: _____
Last First Middle Initial

Registration for: ☐ Spring ☐ Summer ☐ Fall of 20____ ☐ Undergraduate ☐ Graduate ☐ Doctoral

ADD/ DROP	**CRN** *ie. 12345*	**Department** *ENGL*	**Course** *101*	**Section** *001*	**Credits** *3*	**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:_____

Revised: 12/2011