

**COLLEGE OF HEALTH PROFESSIONS AND COLLEGE OF NURSING**  
**OPEN ADD/DROP**

**ADDING OR DROPPING COURSES**

Students may add and/or drop courses during the Add/Drop period (please see Academic Calendar for specific dates). <http://www.upstate.edu/currentstudents/records/calendars.php> If a course is dropped during the Add/Drop period, you must complete the following:

1. Obtain an Add/Drop form from the Office of the Registrar.
2. Obtain the signatures of instructors for all courses in which you intend to add or drop. Consortium courses require the signature of Margaret Braungart (464-5404).
3. Matriculated students also must obtain the signature of the advisor or department chair. For non-matriculated students, obtain the signature of the department chair for coursework in all departments except Arts and Sciences.
4. Submit the completed Add/Drop form to the Office of the Registrar.
5. Submit a copy of the Add/Drop form to the Office of the Bursar to determine a tuition liability or refund.