

## Add/Drop for USI Distance Education students

An Add/Drop is a schedule revision that leaves you still enrolled in some coursework for the semester/term. If you are dropping all courses for the semester/term, complete a [Withdrawal From All Classes](#) form.

STUDENT IDENTIFICATION NUMBER ▶ 000	NAME-LAST	FIRST	MI	DATE
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	DISC.	COURSE NUMBER	SECTION NUMBER	SEMESTER HOURS	INSTRUCTOR'S SIGNATURE
D R O P					

  

	DISC.	COURSE NUMBER	SECTION NUMBER	SEMESTER HOURS	INSTRUCTOR'S SIGNATURE
A D D					

  

**INSTRUCTOR AND ADVISOR SIGNATURES REQUIRED**  
*If instructor/advisor is not available, see department.*

ADVISOR SIGNATURE	DATE
REASON FOR CHANGE	
I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT	
STUDENT SIGNATURE	DATE

**CHECK COLLEGE OF YOUR MAJOR AND LIST MAJOR**

BUSINESS \_\_\_\_\_

EDUCATION & HUMAN SERVICES \_\_\_\_\_

LIBERAL ARTS \_\_\_\_\_

NURSING & HEALTH PROFESSIONS \_\_\_\_\_

SCIENCE & ENGINEERING \_\_\_\_\_

GRADUATE STUDIES \_\_\_\_\_

UNIVERSITY DIVISION \_\_\_\_\_

EXTENDED SERVICES \_\_\_\_\_

STUDENTS DO NOT WRITE IN THIS AREA

R E G I S T R A R S	PERCENTAGE OF REFUND	
	PROCESSED BY	
	DATE	

C10-1170 UNIVERSITY OF SOUTHERN INDIANA

Through the first week of the semester (first two days of a summer session)\*, students add or drop courses online via [myUSI](#), using the *Add or Drop Classes* function. Beginning the second week of the term (third day in summer) a drop or add requires the student's signature, plus the signatures of the instructor of each course being dropped or added and the student's academic advisor. Distance Education students who are unable to visit campus to obtain the required signatures in person may use this printable Add/Drop form to drop part of their schedule.

### Instructions:

1. **PRINT** the form
2. **COMPLETE** the required fields (▶), including the full course ID for each course (i.e. ENG 101. NO1 3hr)
3. **SIGN** the form
4. **SECURE APPROPRIATE APPROVALS** from your instructor(s) and advisor, either in writing or by email:
  - a) Contact the department of the course and the department of your major for assistance obtaining the signatures of your instructor(s) and advisor on the form via fax, or
  - b) Using USI email accounts, request that your instructor(s) and advisor email their approval of your drop. Approvals emailed to you should be printed/faxed along with the Add/Drop form. Alternatively, your instructor(s) and advisor can email their approval to [registrar@usi.edu](mailto:registrar@usi.edu). All emails should include your full name, student ID#, and courses being dropped. The drop form with your signature is still required.
5. **FAX** the completed Add/Drop form with any supporting documents (emails) to the Office of the Registrar at **812/464-1911**. Alternatively, scan and email all documents to [registrar@usi.edu](mailto:registrar@usi.edu). Later, check your schedule via myUSI to confirm that the drop was processed.

**Please note:** The **student** is responsible for securing the necessary signatures/approvals. Until all steps in the procedure have been completed and all components submitted, you will remain enrolled in the course(s).

\* **Courses meeting less than the full semester have different drop/refund/grading dates.** Visit [www.usi.edu/reg](http://www.usi.edu/reg) to view the refund calendar or contact the Office of the Registrar with questions; 812/464-1762 or 800/467-1965 (option #3). Online schedule changes or withdrawals for special length courses can only be processed through the course's 100 percent credit period (but no later than the first week of the term/first two days of summer). Thereafter, students must submit the appropriate form to the Office of the Registrar for processing. **Transactions must be completed by 4:30pm on the final day of any schedule revision, withdrawal, or refund period.**