

COURSE REQUEST — ADD / DROP



University of Toledo Policy Number 3364-71-08

Form RO-13 Rev 2024Sept

<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> </table> <p style="text-align: center;">Year</p>					<table border="1" style="width: 100%; height: 20px;"> <tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr> </table> <p style="text-align: center;">Term</p>					<p>10 = Spring 30 = Summer 40 = Fall</p>

For Office Use Only

Processed By: _____

Processed Date: _____

Rocket ID: **R** _____ Phone: _____

Student: _____

Last Name
First
MI

Use this form to make registration changes during the add/drop period for each part of term. Adding a course after the 15th day of the full term (inclusive) requires the instructor's signature as well as the Dean or designee from the **student's college office**. Add/drop dates will be prorated for summer and parts of term less than the full semester.

TAKE FORM TO ROCKET SOLUTIONS CENTRAL IN RH 1200 or STUDENT SERVICE CTR MULFORD LIBRARY 1st Fl.

WAITLISTING: Courses with a waitlist cannot be given a CAP override on this form until the first day of the term. Use the myUT portal to waitlist a course.

SCHEDULE CHANGES: When dropping a course and adding another, **use the same form and submit at the same time** to avoid additional fees.

All Signatures on this form expire after 10 days.

Registration Override Options
CAP —Max enrollment for course override <i>by Instructor</i>
TIME —Time conflict override <i>by Instructor</i>
LEVEL —Allow access to different level <i>by Advisor</i>
REQOVR —Pre-req or co-req override <i>by Advisor/Instructor</i>
PERMIT —Enroll in course requiring <i>Instructor</i> approval

I understand that my failure to meet my financial obligations with the University of Toledo may result in the Registration Cancellation process (classes dropped). I understand that **if I elect NOT to attend The University of Toledo**, I am responsible for dropping/withdrawing myself from all the courses I selected by the dates posted on the Office of the Registrar's web page.

I further agree to pay any fees, fines, or penalties added to my student account, as outlined in the finance brochure at https://www.utoledo.edu/offices/treasurer/finance_brochures.html, which are related to my classes at The University of Toledo during this period. I understand that my failure to pay by the appropriate due date, may result in the University filing an unfavorable report with credit bureaus or certifying my account to the Ohio Attorney General's Office for collection pursuant to Ohio law where I will be responsible for all associated collection costs.

I authorize the University of Toledo and its respective agents and contractors to contact me regarding my student account and any other financial obligation to the University of Toledo at the current or any future number that I provide for cellular or other wireless device using automated dialing equipment or artificial prerecorded voice or text messages.

Student signature required to process form.

College approval required to add after 15th day of part of term.

Student's Signature

Date

Dean's Signature (Expires after 10 days)

Date

Action R = Add D = Drop	CRN	Subject Code	Course Number	Section Number	Credit Hours	AU <small>(Audit)</small>	REQUIRED AUTHORIZATION	
							Please authorize the appropriate override. Do not sign without indicating the override option.	
<i>R</i>	13811	MATH	1150	002	4.0		Registration Override Options Please check appropriate box.	Instructor Signature and Date SIGNATURES EXPIRE AFTER 10 DAYS—Submit form timely
							<input type="checkbox"/> CAP <input type="checkbox"/> TIME <input type="checkbox"/> LEVEL <input type="checkbox"/> REQOVR <input type="checkbox"/> PERMIT	Date: _____
							<input type="checkbox"/> CAP <input type="checkbox"/> TIME <input type="checkbox"/> LEVEL <input type="checkbox"/> REQOVR <input type="checkbox"/> PERMIT	Date: _____
							<input type="checkbox"/> CAP <input type="checkbox"/> TIME <input type="checkbox"/> LEVEL <input type="checkbox"/> REQOVR <input type="checkbox"/> PERMIT	Date: _____
							<input type="checkbox"/> CAP <input type="checkbox"/> TIME <input type="checkbox"/> LEVEL <input type="checkbox"/> REQOVR <input type="checkbox"/> PERMIT	Date: _____
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							<input type="checkbox"/> CAP <input type="checkbox"/> TIME <input type="checkbox"/> LEVEL <input type="checkbox"/> REQOVR <input type="checkbox"/> PERMIT	Date: _____