COURSE REQUEST — ADD / DROP

University of Toledo Policy Number 3364-71-08
Form RO-13 Rev 2019Jan

Year Term
10 = Spring
30 = Summer
40 = Fall

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.

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 and subsequently fail to drop/withdraw myself from all the courses I selected by the dates identified at http://www.utoledo.edu/offices/registrar/registration_dates.html, I will be assessed a non-refundable administrative fee of $500.00 once my non-attendance has been verified and an administrative drop is processed.

I further agree to pay any fees, fines, or penalties added to my student account, as outlined in the finance brochure at http://www.utoledo.edu/offices/treasurer/finance_brochures.html, which are related to my attendance at The University of Toledo during this period, including but not limited to: parking fees or fines, legal services, telephone services, medical expenses, health insurance, or other University charges. I understand that failure to pay by the appropriate due date may result in the University filing an unfavorable report with credit bureaus or forwarding my account to the Ohio Attorney General’s Office for collection.

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

REQUIRED AUTHORIZATION
Please authorize the appropriate override. Do not sign without indicating the override option.

R 13811 MATH 1150 002 4.0

Registration Override Options
Please check appropriate box.

<table>
<thead>
<tr>
<th>Override</th>
<th>Instructor Signature and Date</th>
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<tbody>
<tr>
<td>CAP</td>
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SIGNATURES EXPIRE AFTER 10 DAYS—Submit form timely