Tulane University

ADD/DROP FORM

Form must be typed except for signatures

Student ID Number: _____ Year: _____ **Fall/Spring/Summer**
<div align="right">(Circle one)</div>

E-mail: (please print) _____

Last Name: _____ First Name: _____ MI: _____

ADDS:

CRN# (ie:10097)	Course ID _and SECTION #_ (ie: BIOS-6030-01)	Course Title	Period		Credit Hours	Instructor's Approval (required)
_____	_____	_____	1 OR 2	**Audit**	_____	_____
_____	_____	_____	1 OR 2	**Audit**	_____	_____
_____	_____	_____	1 OR 2	**Audit**	_____	_____

DROPS:

CRN# (ie:10097)	Course ID _and SECTION #_ (ie: BIOS-6030-01)	Course Title	Period		Credit Hours	Instructor's Approval (required)
_____	_____	_____	1 OR 2	**W/WF**	_____	_____
_____	_____	_____	1 OR 2	**W/WF**	_____	_____
_____	_____	_____	1 OR 2	**W/WF**	_____	_____

CHANGES:
To change GRADE TYPE for course in which you're already enrolled to **AUDIT**:

Instructor's Signature for Approval	Course Title with SECTION number and CRN (ie: BIOS-6030-01/10097)
_____	_____

Student's Signature: (required)　　　　**Date:**	Note: Tulane requests you seek help from your advisor regarding course choice. **Remember, your schedule is your responsibility.**
Advisor's Signature: (required)　　　　**Date:**	
Department Signature: (required)　　　　**Date:**	

Important Information

- **Signatures:** All signatures (instructor(s), student, and advisor), are required for accurate and timely processing.
- **Registration Deadlines:** Please refer to academic calendar: http://www.sph.tulane.edu/publichealth/academics/academic-calendar.cfm for registration deadlines and other important dates.
- **Audits:** You may audit a course with instructor approval only. Full tuition charges will apply for the audited course and the course will not be reflected on your transcript.
- **Time Overlap:** If course overlaps by ten minutes, Gibson will not let you enroll. You must have both professors' signatures on add/drop form to take courses that overlap. Additionally, students are not allowed to enroll at all in courses that overlap more than fifteen minutes. For time overlaps turn add/drop form into SPHTM Office of Student Services.
- **Prerequisites:** If you get a Language or Prerequisite Error, the system is not reading that you have taken the prerequisite(s) for the course. Contact your department for instructor approval and the department will create an override for you to enroll in course via Gibson if you have met the prerequisite requirements.
- **Add/Drop Form Submittal:** All completed add/drop forms should be submitted to your department.

<div align="right">Revised June 2015</div>