

**Please use this form ONLY when you wish to ADD or DROP a class after the appropriate deadline date.**

Please check the Schedule of Classes or the website, [www.classschedule.wayne.edu](http://www.classschedule.wayne.edu), for term calendar information regarding drop and add deadlines and tuition cancellation dates.

**READ AND FOLLOW THESE IMPORTANT INSTRUCTIONS**

The “Prior Approval Required” chart below describes common situations and the permissions necessary after published deadlines.

1. Complete the CRN, Class ID, Section, and Credit Hour columns.
2. Obtain the class instructor’s signature.
3. Contact the academic department offering the course (i.e., Biology, English, etc.) for the appropriate system override.
4. Submit original form to the Registration and Scheduling office for processing.

Last Name: \_\_\_\_\_ Print First Name \_\_\_\_\_ Print  
 Student ID#: \_\_\_\_\_ Term/Year: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Sign Today’s Date: \_\_\_\_\_

<b>PRIOR APPROVAL REQUIRED Situation</b>	<b>Academic Dept. Use: Enter appropriate permission code on Banner Form SFASRPO Permission Code</b>
Closed or full class	CLOSE
Passed/Not Passed grading	PASS
Auditing class	AUDIT
Undergraduate in Graduate class	LEVEL
Written consent needed	DEPT
Register/Add after deadline	LATE
Drop after 4th week of classes	Instructor must sign drop form

<b>A D D</b>	CRN #	Class ID (Prefix and Number)		Section #	# Credit Hours	REG.STAFF USE*	Instructor’s Signature (Required to Add after Deadline)
	54610	PSY	3350	001	03	LATE ad3232	(EXAMPLE)

**\*Reg. Staff Use: Record Permission Code and User Access Id that granted approval on Banner form SFASRPO**

<b>D R O P</b>	CRN #	Class ID (Prefix and Number)		Section #	# Credit Hours	Instructor’s Signature (Required to Drop after Deadline)
	54610	PSY	3350	001	03	(EXAMPLE)

**Attention Financial Aid Recipients:** Please contact the Office of Scholarships & Financial Aid (313-577- 3378) before dropping to determine impact on current or future aid.

Processed by: \_\_\_\_\_ (Initials) \_\_\_\_\_ (Access ID) \_\_\_\_\_ (Date)