Before completing the form below, please answer the following questions:

- Are you on probation? [ ] Yes [ ] No
- Are you a student-athlete? [ ] Yes [ ] No
- Are you a dual degree/MDDP student? (MDDP--Pursuing a degree in ENGR and in another UM School or College.) If so, what is your home unit? _______________________[ ] Yes [ ] No
- Are you on financial aid or do you have a scholarship that requires full-time status? [ ] Yes [ ] No
- Are you dropping below 12 credits? (Below 6 credits in a half term?) **NOTE—Financial Aid might be affected!** [ ] Yes [ ] No
- International students–Is the Int’l Center aware of the class(es) you are dropping? Are you enrolled in at least 12 credits? [ ] Yes [ ] No
- Are you going over 18 credits? **NOTE—An increase in tuition will be generated!** [ ] Yes [ ] No
- Are you currently taking a class on an elective pass/fail basis? (Allowed--2 for FA or WN terms; 1 for SP or SU terms) [ ] Yes [ ] No
- ADD--Is an override (permission) needed to enroll in the class? If yes, is it current (not expired)? [ ] Yes [ ] No
- DROP--Are you dropping a First 7 week class, or a Second 7 week class? [ ] Specific deadlines apply to each one. [ ] Yes [ ] No

**College of Engineering Bulletin: [http://www.engin.umich.edu/college/academics/bulletin/calendar](http://www.engin.umich.edu/college/academics/bulletin/calendar) (left side, Undergraduate Drop/Edit Deadlines)**

**NOTE—When you drop a class AFTER the drop deadline without W’s for the type of term class (First 7 week, Full term, or Second 7 week), a “W” grade is entered on the transcript, the credit for the dropped class is not removed from the total term credits, and the tuition is not reduced.**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE</th>
<th>UM I.D. NUMBER</th>
<th>TERM and YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniqname</td>
<td></td>
<td>CURRENT DECLARED PROGRAM or UNDECLARED Undergraduate Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADD

- **5-DIGIT CLASS NUMBER**
- **SUBJECT (ABBR)**
- **3-DIGIT COURSE NUMBER**
- **SECTION NUMBER(S)**
- **CREDIT HOURS**
- **MODIFIER**

### DROP #1

- **5-DIGIT CLASS NUMBER**
- **SUBJECT (ABBR)**
- **3-DIGIT COURSE NUMBER**
- **SECTION NUMBER**
- **CREDIT HOURS**

**STUDENT’S LAST DATE OF CLASS PARTICIPATION:**

Instructor Signature and Date:

- [ ] ADD APPROVED – Advisor and Instructor Signatures and Dates:

### EDIT

**CHANGE TO THE COURSE IN WHICH YOU ARE CURRENTLY ENROLLED:**

- **5-DIGIT CLASS NUMBER**
- **SUBJECT (ABBR)**
- **3-DIGIT COURSE NUMBER**
- **SECTION NUMBER**
- **CREDIT HOURS**
- **Audit or P/F or Graded**

**STUDENT’S LAST DATE OF CLASS PARTICIPATION:**

Instructor Signature and Date:

- [ ] CREDIT HOURS APPROVED – Advisor and Instructor Signatures and Date:

- [ ] DROP APPROVED – Advisor Signature and Date:

Box is reserved for the CoE Office of the Registrar for Undergraduate Students

- [ ] AUDIT (VI) APPROVED – Advisor and Instructor Signatures and Date:

- [ ] PASS/FAIL or GRADED APPROVED – ONLY Advisor Signature needed and Date:

Please allow 3 business days for processing

Student Signature and Date:

Student email completed ADD/DROP/EDIT Form to CoE Office of the Registrar (engineering-ro@umich.edu), by the deadline for the type of term/class (First 7 week, Full term, or Second 7 week). Deadline ends at 11:59 PM!