

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: <https://bulletin.engin.umich.edu/academic-calendar-and-deadlines/undergraduate-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.

LAST NAME			FIRST NAME			MIDDLE			UM I.D. NUMBER					TERM and YEAR	
UNIQUAME				CURRENT DECLARED PROGRAM or UNDECLARED						Undergraduate Student <input type="checkbox"/>					
ADD						DROP #1									
5-DIGIT CLASS NUMBER	SUBJECT (ABBR)	3-DIGIT COURSE NUMBER	SECTION NUMBER(S)	CREDIT HOURS	MODIFIER	5-DIGIT CLASS NUMBER	SUBJECT (ABBR)	3-DIGIT COURSE NUMBER	SECTION NUMBER	CREDIT HOURS					
											STUDENT'S LAST DATE OF CLASS PARTICIPATION: _____				
<input type="checkbox"/> ADD APPROVED – Advisor <i>and</i> Instructor Signatures <i>and</i> Dates: DATE (Instr.): _____ DATE (Advisor): _____						Instructor Signature <i>and</i> Date: _____ DATE: _____									
EDIT						DROP #2									
CHANGE TO THE COURSE IN WHICH YOU ARE CURRENTLY ENROLLED:						5-DIGIT CLASS NUMBER	SUBJECT (ABBR)	3-DIGIT COURSE NUMBER	SECTION NUMBER	CREDIT HOURS					
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: _____									
<input type="checkbox"/> INCREASE CREDIT HOURS (Enrollment Limit) – Advisor Signature: _____ DATE: _____ TOTAL UNITS APPROVED: _____						Instructor Signature <i>and</i> Date: _____ DATE: _____									
<input type="checkbox"/> AUDIT (VI) APPROVED – Advisor <i>and</i> Instructor Signatures: DATE (Instr.): _____ DATE (Advisor): _____						<input type="checkbox"/> DROP APPROVED – Advisor Signature: _____ DATE: _____									
<input type="checkbox"/> PASS/FAIL or GRADED APPROVED – ONLY Advisor Signature needed: _____ DATE: _____						Box is reserved for the CoE Office of the Registrar									
						Please allow 3 business days for processing									
Student Signature <i>and</i> Date: _____ 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!															