



Office of the Registrar Add-Drop

RUConnected ID #:

LAST Name _____

FIRST Name _____

Check Quarter:

Fall Winter

Spring Summer

Year _____

ADD the following course(s) to my current registration:

Course #	Sec #	Course Title	Hours	Circle Grade Option		
				LT	P/N	AU
				LT	P/N	AU
				LT	P/N	AU

Grading Options: LT = Letter Grade; P/N = Pass/No Pass; AU = Audit

DROP the following course(s) from my current registration:

Course #	Sec #	Course Title	Hours	Circle Grade Option		
				LT	P/N	AU
				LT	P/N	AU
				LT	P/N	AU

Student's Signature: _____ Date: _____

Important Information:

- * Courses cannot be added after the published date. (See the academic calendars located at <http://www.rushu.rush.edu/registrar>)
- * A course dropped during the first week of the quarter will not appear on your transcript. After that point, one of the following grading policies apply:
 - 1) Courses dropped in weeks 2 through 5 will be assigned a "W" (withdrawal) grade.
 - 2) Courses dropped in week 6 through the official last day to drop classes will be assigned a grade of "WP" (withdrew passing), "WF" (withdrew failing), or "WN" (withdrew not passing).
 - 3) Courses cannot be dropped after the published last day to drop classes.
- * In weeks one through five, the drop must be fully completed by Friday at 4:30 p.m. CT to be considered eligible for the published tuition refund.
- * If dropping ALL courses between weeks one through 5, a withdrawal/leave of absence form must be completed - not this form! First, logon to RUConnected. RUConnected will allow you to drop all but the last course so you should drop all of the courses that you can. Please then send the Office of the Registrar an e-mail (Registrars_Office@rush.edu) indicating that you wish to drop your final course. Refund policies apply so please make sure to send the e-mail the same day you drop the rest of your courses so the refund for the final course is appropriately applied.
- * Students receiving financial aid should be aware of the impact that dropping a course could have on aid. If, prior to the 5th week, your enrollment drops below 6 hours, aid is terminated. If enrollment drops below 12 hours, aid is reduced.