

Action	Week 1	Week 2	Week 3	Week 4	Week 10
Add a Class <i>If scheduling more than 18 hours:</i> <ul style="list-style-type: none"> Complete Course Enrollment Permission Form & submit Add'l credit hour fee may apply – see Registrar Explanation of Fees 	1st Friday – Last day to add a course without instructor's written permission <ul style="list-style-type: none"> Returning students can add via online registration New Freshmen and New Transfer students must contact College Academic Counselors for schedule adjustments. 	2nd Friday – Last day to add a course without a Petition Required: <ul style="list-style-type: none"> Complete Course Enrollment Permission Form Instructor permission Submit form 	Course Adds after the 2nd Friday deadline Required: <ul style="list-style-type: none"> Must Petition using the Course Enrollment Permission Form Must be circumstances beyond the student's control Instructor permission, AND Dept. Chair permission (of course offering unit) CFAES Asst. Dean permission after submission If approved: \$100 Late Course Add Fee	4th Friday – Last date to register for Audit or Pass/Non-Pass options for a course (Undergrads only) Required: <ul style="list-style-type: none"> Complete Course Enrollment Permission Form Submit form 	
Drop a Class	<ul style="list-style-type: none"> Continuing students can drop via online registration New Freshmen and New Transfer students must contact College Academic Counselors 	<ul style="list-style-type: none"> Continuing students can drop via online registration New Freshmen and New Transfer students must contact College Academic Counselors 	<ul style="list-style-type: none"> Continuing students can drop via online registration New Freshmen and New Transfer students must contact College Academic Counselors 	4th Friday – Last date to drop without receiving a "W" on record and last date to drop a course using online registration <ul style="list-style-type: none"> New Freshmen and New Transfer students must contact College Academic Counselors After 4th Friday: must drop using a Course Enrollment Permission Form signed by dept. advisor and submitted to CFAES Academic Affairs	10th Friday – Last date to drop a course without Petitioning Required: <ul style="list-style-type: none"> Course Drops after the 10th Friday are by Petition only – CFAES Retroactive Action Petition Form Evidence of circumstances beyond the student's control <i>Note: performing poorly in a course is not adequate grounds for dropping after the 10th Friday</i>
<div style="background-color: red; color: white; padding: 10px; border: 1px solid black;"> <p>College Academic Counselors Paul Heimberger(.5) and Ben Carignan(.1) <i>Schedule an appointment: 614-292-6891</i></p> </div>					
Student's Classes Dropped for Non-Payment		2nd Friday <ul style="list-style-type: none"> Students with an unpaid balance will be subject to removal from classes and penalty fees may be assessed Must consult with Student Academic Services to have classes re-added 			

* Note: This only applies to full semester courses. See Registrar Important Dates Calendar for course deadlines for other sessions