## DOPR/ADD FORM

### For Office Use
- **RGCHCOUR**: *
- **EFFECTIVE DATE**: *

### Student Information
- **UM ID #**: *
- **Student Name (Last, First, Middle Initial)**: *
- **School/Program/Plan**: *
- **Email address**:

### Phone Number
Phone Number: Please leave a number where you may be reached if we have any questions regarding your registration:

### DROPS

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog #</th>
<th>Section</th>
<th>Class #</th>
<th><strong># OF CREDITS</strong></th>
<th><strong>U / G CREDIT ONLY</strong></th>
<th>COMMENTS AND OR OVERRIDE SIGNATURES</th>
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</tbody>
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**NOTE:** Dropping below 12 credits may jeopardize your financial aid.

### ADDS

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<thead>
<tr>
<th>Subject</th>
<th>Catalog #</th>
<th>Section</th>
<th>Class #</th>
<th><strong># OF CREDITS</strong></th>
<th><strong>U / G CREDIT ONLY</strong></th>
<th>COMMENTS AND OR OVERRIDE SIGNATURES</th>
<th>REASON FOR OVERRIDE PLEASE CHECK &amp; INITIAL</th>
</tr>
</thead>
<tbody>
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**NOTE:** Justification must be provided by the Dean when fees are waived or retroactive dates recommended (please include signature).

### Comments

**NOTE:** Justification must be provided by the Dean when fees are waived or retroactive dates recommended (please include signature).

### Dean Information
- **DEAN SIGNATURE**: ____________________
- **DEAN PRINT NAME**: ____________________
- **DATE**: ____________
- **PHONE NUMBER**: ____________
- **Maximum number of Credits approved by Dean**: ____________

### Advisor Information
- **ADVISOR SIGNATURE**: ____________________
- **ADVISOR PRINT NAME**: ____________________
- **DATE**: ____________
- **PHONE NUMBER**: ____________

### Student Information
- **STUDENT SIGNATURE**: ____________________
- **DATE**: ____________

### Athletics Permission
- **ATHLETICS PERMISSION SIGNATURE**: ____________________

### For Registration Only
- **PROCESSED BY**: ____________________
- **DATE**: ____________

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*Note: Dean’s signature required for credit overload, dropping or adding after the deadline, backdating and exceptions within individual schools. Student is also responsible for the financial responsibility and the federal Title IV notification on back of this form.*

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**REV: 8/24/16**