

University of Rio Grande and Rio Grande Community College

DROP/ADD FORM INSTRUCTIONS

Only completed forms will be processed by the Office of the Registrar.

For each Semester Drop/Add form, do the following;

1. **Complete** top block with your printed **name & identifying information**, your **signature**, obtain **signature of your Advisor including necessary dates**.
2. **Complete** "OVERLOAD APPROVAL" block **only** when course additions cause an academic overload as explained in the current catalog.
3. **Write** division code letters. (ENG, MTH, CAD, etc)
4. **Write** 5 digit Course Number (10505,11404,10302, etc)
5. **Write** 2 digit Section Number (01,02,50, etc)
6. **Write** "L" in "LAB" column if a separate laboratory class exists.
7. **Write** Course Title.
8. **Obtain** Instructor's signature on course Drop/Add line if:
 - A. Dropping a course **after last day to add** (after first week of classes)
 - B. Adding a course that is **closed**.
 - C. The course requires permission of instructor to enroll.
9. **Obtain Eligibility Compliance Director's signature to drop if you are an ATHLETE.**
10. **If you are a College Credit Plus high school student (CCP) you must see the CCP Representative for a signature after the last day to ADD.**

College Codes and Hours

Community College (0 – 64 hours or in an AA, AS, AAB, AAS, or ATS)

10000 and 20000 level course ONLY!

MAY NOT TAKE UPPER LEVEL COURSES!

Private College (64 and above hours in BA, BS, BFA, BSN, BSW, BTS or 30000-40000 level)

Course Abbreviations and Descriptions

ACC: Accounting	JRN: Journalism
AHC: Allied Health Careers	LA: Liberal Arts
ATH: Anthropology	MFG: Manufacturing Technology
ART: Art	MKT: Marketing
BIO: Biology	MTH: Math
BM: Business Management	MUS: Music
CHM: Chemistry	NSC: Natural Science
COM: Communication	NUR: Nursing
CAD: Computer Aided Design	OT: Office Technology
CS: Computer Science	PHT: Pharmacy Technician
DMS: Diagnostic Medical Sonography	PHR: Philosophy and Religion
ECO: Economics	PHY: Physics
EDU: Education	MNT: Plant Maintenance Technology
ELE: Electronic Technology	POL: Political Science
ENT: Entrepreneurship	PPT: Power Plant Technology
EMS: Emergency Medical Services	PSY: Psychology
ENG: English	RAD: Radiologic Technology
ESS: English as a Second Language	RCP: Respiratory Therapy
FIN: Finance	SSC: Social Science
FPA: Fine and Performing Arts	SWK: Social Work
FW: Fine Woodworking Technology	SOC: Sociology
HPE: Health and Physical Education	SPA: Spanish
HIS: History	TEC: Technology
HON: Honors Program	THR: Theatre
HUM: Humanities	
IND: Industrial Technology	
IT: Information Technology	