



ADD / DROP AND SPECIAL APPROVAL FORM

Student Information

Semester: [checked] Fall [] Winter [] Spring [] Summer 1 [] Summer 2 Year _____

Name _____
Last First MI

FIT ID Number _____

Major _____ Date Submitted ____ / ____ / ____

Add/Drop Courses

Table with 6 columns: ADD, DROP, Course Registration Number (CRN), Course #, Section #, Credits. Contains 8 empty rows for course entry.

Department Chairperson Special Approvals

Three identical approval sections. Each section asks for authorization to register for a specific course/section, override pre-requisite(s), co-requisite(s), and major restriction. Includes fields for Dept. Chair Signature and Date.

Chairperson and Dean Approval for Credit Overload

Student would like to exceed the limit of _____ credits & register for _____ credits for the current semester.

Department Chairperson Signature: _____ Date: ____ / ____ / ____

Department Dean Signature: _____ Date: ____ / ____ / ____

Information on FIT college policy regarding tuition and fees can be found at www.fitnyc.edu/bursar.
By signing this form, I acknowledge that I am requesting the registration changes above and that I am responsible for any tuition and fees associated with these changes.

Student's Name _____ Student's Signature _____ Date ____ / ____ / ____