

While the online registration system is open and through the end of the add/drop period, all courses are added online unless overpointing approval is required. Overpointing begins the first day of classes. If the instructor has submitted a [Course Override](#), you must add the course online unless overpointing approval is required. **Use this form if you are overpointing and need approval. Instructor, adviser, class dean signatures are always required.** Courses must be dropped online before the drop/add period ends and the system closes.

Students with a **GPA lower than 3.0** in the previous semester must submit this form to overpoint with 20 - 27 credits. Students with a **GPA higher than 3.0** in the previous semester may add 20 - 23 credits online without approval, during the drop/add period; if overpointing with 24-27 credits, this form must be submitted to add the class(es). First year students in their first semester may not overpoint.

Once the online registration system has closed at the end of the drop/add period, courses must be added using this form. **Instructor's signature is always required to add a class. Adviser and Class Dean signatures are not required unless overpointing.**

Students with a **GPA lower than 3.0** in the previous semester must have adviser and class dean signatures to overpoint with 20 - 27 credits. Students with a **GPA higher than 3.0** in the previous semester may add 20 - 23 credits with only the instructor signature; if overpointing with 24-27 credits, adviser and class dean signatures are required. First year students in their first semester may not overpoint.

Name: _____ **Camel #:** _____ **Class Year:** _____

Last First

Date:

ADD: If you are already pre-registered for 19 credits, this form cannot be processed until Drop/Add begins

CRN (Course Reg#)	Dept Code (3 Letters)	Course #	Lab/ Section	Credit Hrs.	Instructor's PRINTED NAME, Signature, Camel #, and Date of approval (ALWAYS required)

OVERPOINTING: Number of Credits student has been approved to overpoint with:

Overpointing Signature Approval	Adviser & Dean SIGNATURE - Required for Overpointing	Camel #	DATE
Faculty Adviser			
Class Dean			