



# ADD/DROP FORM

Graduate Programs Office  
44 Cummington Mall Room 114, Boston, MA 02215  
Phone: 617-353-3612 Email: [enggrad@bu.edu](mailto:enggrad@bu.edu)

Use this form to add or drop courses, change a class section, or change credits for a variable credit class.  
Class Schedules may be viewed via the Student Link or at [www.bu.edu/reg](http://www.bu.edu/reg).

**Non-Standard Courses:** Please review course information and deadlines at [www.bu.edu/reg](http://www.bu.edu/reg).

**Standard Courses:** Most standard courses can only be added within the first two weeks of classes. Standard courses dropped during the first five weeks of class are not recorded as part of your permanent record, but after the fifth week of class drops will be recorded with a "W" grade and students are responsible for the cost of the course. Students should refer to their school/college regarding signatures required for drops, and consider all course components (lab, lecture, etc.) when considering dropping a course.

## Student Information:

First and Last Name: \_\_\_\_\_ BU ID #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ School or College: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Local Address: \_\_\_\_\_

(Street address, city, state, zip code, country where you reside while attending classes at BU)

BU Alert Phone Number: \_\_\_\_\_ Is this a Cell Phone: ☐ yes ☐ no

(Required for notification of University-wide Emergency)

## Registration Information: Fill in all the course information below.

Academic Semester: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Action: Add, Drop, Section Change, Credit Change	College	Course	Number	Section	Credit	Course Title	Instructor Signature
Example: Add	CAS	CS	101	A1	4	Intro to Computers	-----

Please sign below to authorize the above course registration.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if required by your school)