



Soka University of America
Office of the Registrar

ADD/DROP FORM

Name _____

ID# _____

Session:

Fall 20 _____

Spring 20 _____

ADD/DROP form must be completed and turned into the Office of the Registrar by the appropriate deadline. Refer to the Academic Calendar for ADD/DROP dates and deadlines. If the class you are adding requires an OVERRIDE, check the appropriate override box and obtain the signature for the override.

SAMPLE

Class #				Subject	Cat #	Sect	ADD	DROP	Advisor Signature*	Instructor Signature*
1	0	1	4	MUSIC	100	01		X	Always Needed	See Below

OVERRIDES: Pre-requisite Time Conflict Consent Unit Overload

Course 1

Class #				Subject	Cat #	Sect	ADD	DROP	Advisor Signature*	Instructor Signature*

OVERRIDES: Pre-requisite Time Conflict Consent Unit Overload

Course 2

Class #				Subject	Cat #	Sect	ADD	DROP	Advisor Signature*	Instructor Signature*

OVERRIDES: Pre-requisite Time Conflict Consent Unit Overload

Course 3

Class #				Subject	Cat #	Sect	ADD	DROP	Advisor Signature*	Instructor Signature*

OVERRIDES: Pre-requisite Time Conflict Consent Unit Overload

Course 4

Class #				Subject	Cat #	Sect	ADD	DROP	Advisor Signature*	Instructor Signature*

OVERRIDES: Pre-requisite Time Conflict Consent Unit Overload

Course 5

Class #				Subject	Cat #	Sect	ADD	DROP	Advisor Signature*	Instructor Signature*

OVERRIDES: Pre-requisite Time Conflict Consent Unit Overload

Course 6

Class #				Subject	Cat #	Sect	ADD	DROP	Advisor Signature*	Instructor Signature*

OVERRIDES: Pre-requisite Time Conflict Consent Unit Overload

*Signatures required:

1. **Instructor:** Requisite, Time Conflict, and Consent.
2. **Advisor:** Advisor signature is required for each and every class, as well as all overrides.

Student Signature: _____

Date: _____