

Year: _____	Term: <input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer I
			<input type="checkbox"/> Summer II
			<input type="checkbox"/> Summer III

Name: _____ SUSLA Student ID#: _____

Check this box if the student is under the advisement of the Center for Student Success (0-31 earned college credit hours).
 Instructions: Complete all information before returning this form to the Registrar's Office by the established deadlines. Students seeking an override should return this form before the official census date for the semester. See the Southern University at Shreveport academic calendar for deadline dates and fees. **This form must be typed for processing.**

A D D	Course Registration Number (CRN)	Course Prefix	Course Number	Section Number	Faculty's Signature	Override Reason			
						*1	**2	**3	*4
						Class Closed	Time Conflict	Maximum Hours Exceeded	Other

Reason/Justification for Adding: _____

Current Total Semester Credit Hours (SCH): _____ Semester Credit Hours (SCH) with Overload: _____

Overload Approval: 19 hours constitutes an overload (Fall and Spring) and 10 hours constitutes an overload for a single Summer term. A student may take up to 21 hours in Fall or Spring and 15 hours (combined terms) for the Summer with approval of the Vice Chancellor for Academic Affairs/Workforce Development, the appropriate academic dean and advisor, provided the student has maintained a cumulative grade point average of 3.0 or above prior to the overload request.

_____ Advisor's Signature/Date Center for Student Success Advisor's signature required for students with less than 32 hours.	_____ Division Dean's Signature/Date *Required for ALL override reasons and ALL overload requests.	_____ Vice Chancellor for Academic Affairs/Workforce Development Signature/Date **Required for override reasons 2 and 3 and ALL overload requests.
--	--	--

D R O P	Course Registration Number (CRN)	Course Prefix	Course Number	Section Number	Faculty's Signature

Reason/Justification for Dropping: _____

Before submitting this form to the Registrar's Office for processing, please read the information on the reverse side of this form.

I understand that I must be registered for at least 12 semester credit hours (SCH) to be considered a full-time student. Any changes in my course load may affect my financial aid, athletic, academic scholarship or veteran eligibility. I accept responsibility for the accuracy of the information on this form and know I can verify my schedule at any time through my Banner Web account.

Student's Signature: _____ Date: _____ Phone#: _____

FINANCIAL AID	
Do you receive financial aid? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, a Financial Aid staff member must sign below.	
Note: Your financial aid may be affected by changing your credits.	
_____ Financial Aid Advisor's Signature	_____ Date

Form Submission Information	
Registrar's Fax Number	318-670-6344
Cashier's Phone Number	318-670-9305
Registrar's Office Use ONLY	
Processed by: _____	Date: _____

General Information:

1. You have 2 weeks in the Fall and Spring and 1 week in the Summer to adjust your course schedule (add and drop courses) without paying a fee. See the Southern University at Shreveport academic calendar for deadline dates.
2. No courses will be added after the official census date (14th class day for Fall and Spring/7th class day for Summer). This includes changing a section and/or instructor for a course.
3. If you drop a course after the official census date (14th class day for Fall and Spring/7th class day for Summer), you will be responsible for paying the required fee as listed in the Southern University at Shreveport catalog.
4. Students who drop a course after the official census date (14th class day) will receive a grade of “W” in the course.
5. Return the original signed form to the Registrar’s Office with proof of payment (receipt) for processing.

Financial Aid Eligibility:

1. A change in your enrollment status may result in a revised financial aid award. Some financial aid programs require FULL-TIME enrollment.
2. Under the Satisfactory Academic Policy (SAP), you must successfully complete 67% of all attempted semester credit hours (SCH) or your future financial aid will be jeopardized. “W” and Incomplete (“I”) grades will be included in the number of attempted credits for this calculation.
3. If there is a need to repeat a course, please visit the Office of Financial Aid to determine if the course is eligible for funding.
4. Academic probation can affect your financial aid eligibility. Refer to the Satisfactory Academic Progress (SAP) policy in the Southern University at Shreveport catalog.
5. If you drop a course after the official census date (14th class day), you will be responsible for FORFEITURE CHARGES – a percentage of tuition based on what point in the semester you drop. This policy applies to official withdrawal from the University. Your financial aid may be affected!
6. You must be enrolled in at least 6 semester credit hours (SCH) to be eligible for most forms of financial aid.