



Students can register for full-semester courses through SalukiNet up until the end of the first week of the semester. For late-starting courses, registration is available up until the first day of the course. Any changes to full-semester courses, including section changes and switching to audit (AU) status, must be completed by the end of the second week. Late adds and changes require a Course Request Form (CRF) and must be processed through an academic advisor.

To drop a full-semester course with a refund, students must do so by the end of the second week using SalukiNet. To withdraw from a course with a W grade, students have until the tenth week of the semester. If a student has a registration hold or if an advisor initiated administrative drop is necessary due to ineligibility, a CRF must be used.

After the tenth week, students must complete a Petition for Exception to Course Drop and Semester Withdrawal Deadline Form to request an exception to policy. All petitions must be accompanied by the appropriate official documentation.

When filling out the CRF, include the term, student name, ID, and details of each course, including the drop date if applicable. The CRF must be signed by the Academic Advisor to verify that all required faculty approvals are on file and necessary overrides are in place. Registration changes during the second week require Dean approval.

**No registration adds are permitted after the second week of the semester.** Extenuating circumstances must be approved by the Provost and the Registrar.



### COURSE REQUEST FORM

Registrar's Office  
Student Services 251  
618-453-2993

TERM	DAWG TAG				NAME					DATE
ACTION CODE	CRN	SUBJECT	COURSE	SECTION	GRADE MODE	CREDIT HOURS	LEVEL	DROP DATE MONTH DAY		COLLEGE/UNIT
										SITE
										OFFICE USE
TOTAL CREDIT HOURS						APPROVAL OF ACADEMIC DEAN REQUIRED FOR OVERLOAD, LATE ADD OF COURSE				
ADVISOR'S SIGNATURE				DATE		ACADEMIC DEAN SIGNATURE				DATE
Faculty approval for late access received and on file										
PROVOST SIGNATURE						DATE		No late adds after week two. Extenuating circumstances must be approved by the Provost		