**OKLAHOMA STATE UNIVERSITY**

**INSTRUCTIONS FOR DROPPING AND ADDING CLASSES**

1. **DROPPING ALL CLASSES?** To drop all classes you will need to secure a withdrawal form from your adviser or your college’s student academic services office. Bring the completed withdrawal form to the Office of the Registrar (322 SU) or Enrollment Services in Tulsa by the W drop/withdraw deadline.

2. **ADDING A COURSE DURING RESTRICTED PERIOD? (CHECK SEMESTER DATES)** You will need to obtain the course instructor’s signature beside the course name and number. You will also need your adviser’s signature.

3. **DROPPING A COURSE DURING RESTRICTED PERIOD? (CHECK SEMESTER DATES)** You will need your adviser’s signature. This course will appear on your transcript with a grade of “W”.

4. **DROPPING OR ADDING A SHORT COURSE?** Enrollment deadlines vary with short courses. Check the ‘Class Schedules’ page of the Registrar’s web site (registrar.okstate.edu) or contact the Office of the Registrar (322 SU) or Enrollment Services in Tulsa for details.

**COMPLETED DROP/ADD CARDS MUST BE TAKEN TO THE OFFICE OF THE REGISTRAR (322 STUDENT UNION) OR ENROLLMENT SERVICES IN TULSA**