

# Schedule changes during COVID-19

## (Add/Drop or Withdrawal)

Completion of an Add/Drop or Withdrawal form (with all required approvals) is still required, even if:

- the student is enrolled in online learning coursework and is not on campus, or
- the student's instructor and/or academic advisor are working remotely, or
- in the event of a campus closure during which time University offices will operate remotely.

For students who are unable to visit campus to obtain the required signature(s) in person, the University is allowing some flexibility in obtaining signatures/approvals electronically.

### Type of schedule change and required approvals

An **ADD/DROP** is when you add and/or drop courses but still remain enrolled in the term. Required approvals include:

	Drop (part of schedule)	Add
New Freshmen and degree-seeking undergraduates with fewer than 30 earned hours	Instructor and Advisor	Instructor and advisor
Undergraduates with 30 or more earned hrs, non-degree-seeking students, graduate students	Instructor	Instructor

A **WITHDRAWAL** is when you drop ALL courses for the term. Required approvals include:

	Withdrawal (dropping all classes)
New Freshmen and degree-seeking undergraduates with fewer than 30 earned hours	Dean or authorized designee
Undergraduates with 30 or more earned hours, non-degree-seeking students, graduate students	Dean or authorized designee

### Process during COVID-19

A fillable **Add/Drop** form is available at [www.usi.edu/media/4935159/add-drop.pdf](http://www.usi.edu/media/4935159/add-drop.pdf).

A fillable **Withdrawal** form is available at [www.usi.edu/media/4935158/withdrawal.pdf](http://www.usi.edu/media/4935158/withdrawal.pdf)

- 1) Open the appropriate form and type in all required information in the fillable fields.
- 2) Read the terms and conditions section and type your initials beside each item to acknowledge all terms.
- 3) Type your name on the signature line as your digital signature and fill in the date.
- 4) Save the completed form for your records (and to be submitted to the Registrar's Office for processing).
- 5) **Using your USI email account**, email any person(s) from whom approval is required (as indicated above). **Be sure to include your full name, student ID number, and the specific schedule change(s) you are requesting to be approved.** If they approve, they should forward their approval directly to [registrar@usi.edu](mailto:registrar@usi.edu).
- 6) **Using your USI email account**, submit the add/drop or withdrawal form as an attachment to [registrar@usi.edu](mailto:registrar@usi.edu).
  - **NOTE:** Your digital signature is temporarily being accepted, but it **must be submitted from your USI student email account** to be accepted. Alternately, you can fax a form that has been printed out and completed by hand (with a handwritten/legal signature) to 812-464-1911.
  - It would be helpful if you also indicate the name(s) of the people you have already emailed for approval.

Once all required approvals are received, we would match up the approval email(s) with your completed add/drop or withdrawal form. **The schedule change can only be processed after ALL required documentation is received.**

Refund, drop, and grading deadlines are based on course's start date and length of the course, *and are determined by the date the change is processed*. Courses that meet less than the full term have different refund and drop dates. Refer to each semester's [Refund Schedule](#) for all refund and drop dates, including special length courses.

After the schedule change has been processed, we'll send the student an email confirmation. The student should verify that the transaction was completed by viewing their detailed class schedule (or registration history) through myUSI.

**The Registrar's Office still strives to complete all processes in a timely manner.**

**We appreciate your patience during this time. Thank you and stay well.**