

# Connecticut College

# Add & Overpoint Form

Instructions:

- **DROPPING A COURSE:** Online registration remains open through the end of the add/drop period. Courses must be dropped online before the add/drop period ends and the system closes; Students must inform instructor of drop out of courtesy.
- **ADDING A COURSE:** If the instructor has submitted a course override, the student must add the course course online unless overpointing approval is required. **Instructor's signature is always required on the paper form.**
- **OVERPOINTING (taking over 19 credits):** First year students in their first semester may not overpoint. Students with a GPA lower than 3.0 in the previous semester must be approved to overpoint with 20 – 27 credits; Students with a GPA higher than 3.0 in the previous semester and overpointing with 24 – 27 credits must also have approval. Adviser and Class Dean signatures are required.

Name: \_\_\_\_\_ Camel #: \_\_\_\_\_ Class Year: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

\_\_\_\_\_

**ALWAYS REQUIRED - Student Signature**

**ADD:** If you are already pre-registered for 19 credits, this form cannot be processed until Drop/Add begins

CRN (Course Reg#)	Dept Code (3 Letters)	Course #	Lab/ Section	Credit Hrs.	Instructor's PRINTED NAME, Signature, Camel #, and Date of approval (ALWAYS required)
					Course Add

**OVERPOINTING:** Number of Credits student has been approved to overpoint with: \_\_\_\_\_

Signature Approval	Adviser & Dean SIGNATURE - Required for Overpointing or after drop/add period has ended	Camel #	DATE
Faculty Adviser			
Class Dean			