



MISSISSIPPI STATE UNIVERSITY™
DEPARTMENT OF COMMUNICATION

Add/Drop Slip Process:

Steps to adding a class:

1. The class that you are adding must have seats available.
2. Fill out the slip with all course information. All information can be found on the Master Class Schedule.
3. Get the instructor's signature. You will have to look up the instructor's information and see when they have office hours.
4. Get your advisor's signature. If your advisor is unavailable, bring to McComas 130 to get Haylee Crouch's signature.
5. Get the Dean's signature. The Dean's office is in Allen 513.
6. Walk the form to the Registrar's office in Garner Hall.

*The Registrar's office will add the class to your schedule.

Even if the class has not been officially added to your schedule, **go to the class the next time period. *If you took the form to the Registrar at 10:00 am, and your class meets at 11:00 am, go to the class.*

***I recommend speaking with the instructor to let them know you just added the class and to see if there is any information/handouts you missed.

Steps to dropping a class:

1. Fill out the slip with all course information. All information can be found on your class schedule.
2. Get your advisor's signature. If your advisor is unavailable, bring to McComas 130 to get Haylee Crouch's signature.
3. Get the Dean's signature. The Dean's office is in Allen 513.
4. Walk the form to the Registrar's office in Garner Hall.

*The Registrar's office will drop the class from your schedule.

**You do not have to attend the class/do assignments.

There is a \$50 fee for each class added or removed from your schedule. This fee will be charged to your student account.

Adding/dropping classes may affect Financial Aid. If you are unsure if you will be affected, contact the Financial Aid office in Garner Hall, or at 662-325-2450.