

ADD/DROP PROCEDURES

Registration Deadlines for 2018-2019:

Fall semester	Spring semester	Registration Activity
Monday, September 17	Monday, February 4	<ul style="list-style-type: none"> • Last day to add courses • Last day to change from Pass/Fail or Audit to letter grade
Thursday, October 25	Thursday, March 14	<ul style="list-style-type: none"> • Last day to drop courses without academic penalty • Last day to change to Pass/Fail or Audit grading type
Wednesday, December 12	Wednesday, May 8	<ul style="list-style-type: none"> • Last day to withdraw from a course (“W” appears on official transcript); form is required with instructor/academic adviser approvals)

Required Approvals:

1. Adding Courses*

- Academic adviser clearance required for portal registration.
- Use Scripps portal PERM to obtain instructor approval (see [Student Portal Instructions](#) on the [Registrar web page](#)).

Note about CORE: Both instructor’s and Core Director’s approval are required to change Core sections; a [Change in Registration form](#) is required.

2. Dropping Courses*

- Drop courses via the Scripps portal. Instructor approval is not required to drop classes. Academic advising is strongly recommended.
- Students may not drop Core or Writing 50 (see Registrar).

Note: PE fees and lab course fees are refundable through the last day to add a course. A maximum of four PE activities can be taken for credit (P grade).

3. Pass/Fail Grading

- **No Pass/Fail grading is allowed for general education, major, or minor courses.**
- Pass/Fail option is limited to one elective course per semester; no more than four courses total.
- Requires C grade (not including C-) for passing (P) grade.
- Must use [Change in Registration](#) form; instructor and academic adviser approval signatures required.

4. Audit Grading

- May register as an auditor on a space-available basis, or change from letter or pass/fail grade to audit. Core, writing, studio art, and music performance courses may not be audited. A student who audits a class may not subsequently enroll for credit (letter grade or pass/fail) for the same class with the same instructor.
- Audited courses do not earn credit and may not be used to meet any degree requirement.
- Must use [Change in Registration](#) form; instructor and academic adviser approval signatures required, except for physical education activities.

*Holds on registration privileges will prevent adding/dropping of courses on the Scripps portal. Holds typically include an outstanding financial obligation to the College (see Student Accounts Manager), or any missing documentation due to the Registrar’s Office.