



REED COLLEGE

OFFICE OF THE REGISTRAR
3203 SE Woodstock Boulevard, Portland, Oregon 97202-8199
phone: 503/777-7774 fax: 503/777-7795

Add - Drop - Withdraw EXCEPTIONS

This form is for students seeking to add, drop or withdraw from a course when they are unable to complete these activities online via [SOLAR](#). (See "Guidelines" below for examples.) Return this completed form to the Registrar's office in Eliot 311 or email registrar@reed.edu. Contact registrar@reed.edu or (503-777-7793) with questions. Refer to the [Academic Calendar](#) for deadlines.

Student Information *(all information required - please print or type):*

Name *(first last)*: _____ Reed College ID #: _____

Reed Email: _____ Indicate your year in school: FY ☐ SO ☐ JR ☐ SR ☐

Registration Change *(all information required - please print or type)*

Semester & Year (eg. Fall 2024)	Add or Drop	Course code & section (eg ART 201 F01)	Course Title	Units	Instructor's Name, Signature & Date

With this change, my semester course load will be: _____ units

REQUIRED APPROVALS

- I have read and understand the guidelines and considerations detailed below:*

Student: _____ Date: _____
(Signature)

- I approve my advisee's request to add, drop, or withdraw:*

Academic Advisor: _____ Date: _____
(Print Name) *(Signature)*

GUIDELINES:

- Independent Study:** Students may register for Independent Study by submitting this form with the approval of their advisor and instructor. Approval from the department, committee or division may be obtained separately.
- Overloads:** Students may register for up to 4.5 units via SOLAR for the fall and spring semesters. Students with a cumulative grade point average (GPA) of at least 3.00 and no grades lower than a B- in the previous semester, may register for up to 5 units per semester by submitting this form with their advisor's approval. Students who do not meet the aforementioned academic criteria may [petition the Administration Committee](#) to register for more than 4.5 units per semester. All students must [petition the Administration Committee](#) to register for more than 5 units per semester.
- Reduce the Unit Value of a Course:** Students may make special arrangements with a faculty member to take a 1 unit course for a reduced value of .5. This is typically done to register for just the lab or the lecture of a science course. The deadline to change the value of a course is the same as the semester add deadline.
- Underloads:** Do NOT submit this form to register for an underload. Prior to the start of the term, or during the first two weeks of the semester, students may [petition the Administration Committee](#) to carry a course load below 3 units *with reduced tuition*. After the second week of the semester, students (including seniors in their thesis year) must submit a [Request for a Semester Course Load Below 3 Units](#) if dropping or withdrawing below 3 units.
- Year-long courses:** Students may drop or withdraw from a year-long course by submitting this form with advisor approval.