



# 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](mailto:registrar@reed.edu). Contact [registrar@reed.edu](mailto: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 *(last, first, middle)*: \_\_\_\_\_ 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 subject and number	Course Title	Units	Instructor Permission	
					<i>(print last name)</i>	<i>(signature &amp; date)</i>
					<i>(print last name)</i>	<i>(signature &amp; date)</i>

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

### Approvals

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

Student Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Required)* *(Signature)*

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

Advisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Required)* *(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.