

Departmental Registration during the Second Week of Classes (Action Dating)

UB's drop/add policy has been revised by the Faculty Senate and now allows students to drop and add classes through the 7th day of classes for the regular and 7 week first session.

Drop/add deadlines for other sessions are based on the same proportion of classes. Information on these deadlines is available at: <http://registrar.buffalo.edu/registration/howtoregister/index.php>

More information on the Drop/Add policy is available at: <http://registrar.buffalo.edu/registration/howtoregister/dropadd.php>

Departments have the ability to drop and add students until the second Friday of classes for all sessions. Please note, although the HUB system is open to administrative staff until 2 a.m. registering a student past 11:59 p.m. on Friday of the second week of classes will not be possible.

Whether or not to process a student drop/add is at the discretion of the department. We recommend, however, that departmental drop/add only be used to fill seats in high demand courses or in exceptional cases. Note that we are not advertising this departmental add/drop time period to students.

Students who drop themselves during the second week of classes will incur financial liability of 30% of tuition and fees. (This only impacts students who are part-time or who drop below full-time enrollment.) If a department is performing an exception drop during this week, students will not incur the 30% liability charge.

How to Process an Exception Drop or Add

To process a drop or add for a student during the second week of classes, follow these steps:

1. Is this a drop request that resulted from administrative error?
 - a. Yes: Proceed to next steps
 - b. No: The drop should not be processed and the student should be directed to work with the instructor to complete the course or the student should resign from the course.
2. Log on to HUB, and navigate to Quick Enroll a Student
 - a. Main Menu > Records and Enrollment > Enroll Students > Quick Enroll
3. Enter the ID, Career, and Term Information
4. Enter the Class Number
5. If you are **dropping or adding** a class:
 - a. Click the General Overrides Tab
 - b. Click the checkbox under Action Date
 - c. Enter an Action Date of the last day for student drop/add
6. Change any other information and add any other overrides that you need in order to drop or add the student (as you would during any other time period).
7. Click Submit.
8. If the student resigned the course before speaking with you or if you resigned the course for the student, in error then:

- a. Contact the Office of the Registrar to process the request. Send an email to: reg-studentdata@buffalo.edu. Include student name, person number, term, class number, and department abbreviation, Course Number, and Section (i.e. ENG 101 A, 12345).
- b. This option should not be used past the departmental drop/add period
- c. Any exceptions past this time period should be submitted to the Office of the Registrar on the [Exception Registration Form](#).