

Registration Basics:

Registration forms sent to the Registrar's Office must be complete. Please fill out forms completely and legibly.

Make sure to include the following on registration forms:

- The C# is required in order to archive and scan the student record.
- Enrollment TERM
- Section for requested add
- Effective Date
- Advisor's signature and phone extension

If your drop request references a prior drop that needs a date adjustment (i.e., you wish to retro-drop a course that has already been dropped, please note this in the comment section (e.g., "Adjusting a drop date."). **Changes to previous drop dates will not be processed without this comment.**

Overrides, Prerequisites, and Other Registration Restrictions:

CaneLink is capable of addressing multiple registration requirements, such as:

- Permission to add/drop
- Prerequisites comprised of multiple criteria
- Academic Level
- Taking a previous class with a specific grade
- Time conflict

Forms sent to the Registrar's Office to override a requirement must have a specific note referencing what the override is authorizing.

Some users in the schools/colleges will have access to override specific criteria rather than send a form.

Permission numbers can be generated by the Office of the Registrar and sent to each school/college to utilize for any class that is set up with instructor/department consent required to add and/or drop.