

Schedule Changes

Students may add and drop courses through myNOVA during the first week of the semester using their semester registration PIN. This is referred to as the drop/add period. A request to add a course after the add/drop period is rarely granted. The Associate Dean's signature is necessary as well as the Chair of the Academic Department. This may only be granted for students with extenuating circumstances. Supporting documents are required for consideration of each request.

Please remember that although Academic Advisors are available to assist with course selection, it is the student's responsibility to choose the appropriate courses to complete the degree requirements. Please use the following as a guideline:

- If a course being added is closed, permission must be obtained from the Chair of the Academic Department, not the faculty member teaching the course.
- If a course is dropped and none added, students are responsible for making up the dropped credits if required for graduation.
- For information about withdrawing from a class after the official drop/add period, please refer to [the *Withdrawal from a Course* section](#) of the Catalog.