
COURSE ADD/DROP FORM – INSTRUCTIONS

The Course Add/Drop Form is to be used by students who seek to add or drop a course during the first week(s) of the trimester/semester and who cannot otherwise add or drop the course(s) online via UMIS at https://riu.dewcis.com/riu/a_students.jsp.

ADDING COURSES

Students can use the Course Add/Drop Form to add a course for which there are registration errors. It must be returned to their academic advisor with required signatures for processing. This form cannot be used to add a course after the end of the “add/drop” period.

DROPPING COURSES

A student who has a registration hold can use the Course Add/Drop Form to drop a course. This form cannot be used to drop a course after the end of the add/drop period, which is the end of the first week of the term. All forms must be returned to the academic advisor with required signatures for processing.

FINANCIAL CLEARANCE

Students who have received financial aid (bursaries, discounts, or work-study) may be impacted by the decision to add or drop classes. These are given as a percentage of the total payable tuition fees. Tuition fees at RIU is charged based on the number of credit hours registered for, therefore, adding will increase the total fees payable while dropping will reduce the total fees payable.

SATISFACTORY ACADEMIC PROGRESS

Students who apply for course add will require clearance by their academic supervisor who is the dean of school. A student who has a cumulative GPA of 2.5 and above is eligible to add courses to the recommended number or full load for his/her programme. The form must have the signature of the student’s academic advisor in order to be processed.

PROCESS OF ADDING OR DROPPING OF COURSES

Students who wish to apply for course add or drop will follow the procedures below:

1. Obtain Add/Drop form from the office of the Academic Registrar
2. Fill in form with the required information
3. and get necessary approvals/signatures of;
 - i. Class/course instructor
 - ii. Major advisor or school/faculty dean
 - iii. Finance office
4. Duly filled forms are then submitted to the office of the Academic Registrar
5. Students can then check their registration status after 2 working days

Note: Only students with all required approvals will be considered for change of registration status.

Forms submitted beyond Add/Drop deadline will not be considered.

Ensure that you fill obtain the necessary signatures in the order they are required by this form.

RWENZORI INTERNATIONAL UNIVERSITY COURSE ADD/DROP FORM

First Name _____ Last Name _____.

University ID _____ Email _____

Academic Year _____

Select (mark) the Study Session for Your Add/Drop In-service Weekend Regular

Select Level of Study Degree Diploma
 Higher Education Certificate Certificate

School/Faculty: _____

Course(s) to Add

Course Code	Course Name	Credit Hours	Instructor Signature

Course(s) to Drop

Course Code	Course Name	Credit Hours	Instructor Signature

Are you dropping all of your classes and/or taking under 12 credits? Yes No

Course(s) to Audit

Course Code	Course Name	Credit Hours	Instructor Signature	Audit Option
				<input type="checkbox"/> Add <input type="checkbox"/> Remove
				<input type="checkbox"/> Add <input type="checkbox"/> Remove

Student Signature: _____ Date: _____

For Official Use Only:

Academic Dean or Major Supervisor:

Comments:

Name:

Signature: _____ Date: _____

Academic Registrar:

Comments:

Signature: _____ Date: _____ Stamp:

Office of the Academic Registrar
Plot 7 Tibamwenda Road
Main Administration Building
P. O. Box 80 Kasese, Uganda – East Africa
(+256) [0777/0703] 035948, 757 747852
ar@riu.ac.ug / info@riu.ac.ug, www.riu.ac.ug