<table>
<thead>
<tr>
<th>Week</th>
<th>Add</th>
<th>Drop/Withdraw</th>
<th>Change Variable Units</th>
<th>Change Grade Option</th>
<th>Switch Sections</th>
</tr>
</thead>
</table>
| 1    | Student initiated via WebReg - "EAD"  
B/X codes can be used  
Authorization via WebAdmin an option | Student initiated via WebReg - "EAD"  
B/X codes can be used  
Authorization via WebAdmin an option | Student initiated via WebReg "EAD"  
B/X codes can be used | Student initiated via WebReg "EAD"  
B/X codes can be used | Student initiated via WebReg "EAD"  
B/X codes can be used |
| 2*   | Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Instructor of Course or designee (if applicable)  
-Dean of Course  
-Dean of Student's Major | Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Instructor of Course or designee (if applicable)  
-Dean of Course  
-Dean of Student's Major | Student submits an Enrollment Exception via StudentAccess  
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-Dean of Course  
-Dean of Student's Major | Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Instructor of Course or designee (if applicable)  
-Dean of Course  
-Dean of Student's Major |
| 3    | $3 charge to ZOTAccount | Withdrawal From Course with "W"  
Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Dean of Course  
-Dean of Student's Major | Withdrawal From Course with "W"  
Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Dean of Course  
-Dean of Student's Major | Student initiates via WebReg - "EAD"  
B/X codes can be used  
Authorization via WebAdmin an option | Student initiates via WebReg - "EAD"  
B/X codes can be used  
Authorization via WebAdmin an option |
| 4    | Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Instructor of Course or designee (if applicable)  
-Dean of Course  
-Dean of Student's Major | Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Instructor of Course or designee (if applicable)  
-Dean of Course  
-Dean of Student's Major | Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Instructor of Course or designee (if applicable)  
-Dean of Course  
-Dean of Student's Major | Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Instructor of Course or designee (if applicable)  
-Dean of Course  
-Dean of Student's Major | Student submits an Enrollment Exception via StudentAccess  
Required Approvals:  
-Instructor of Course or designee (if applicable)  
-Dean of Course  
-Dean of Student's Major |

* Waitlist will be deactivated on Friday of the 2nd week at 5pm