

## Add Drop Course Acknowledgement Form

Northeastern Illinois University follows a specific set of regulations for the J-1 Exchange Program in regards to class scheduling. Please read the following rules and make sure you comply with them. Every Exchange Student must have a full time status. This means:

- 12 credit hours for undergraduate students
- 9 credit hours for graduate students
- You are not allowed to take more or fewer credit hours, unless given specific permission by the Office of International Programs
- If you are a paying student, you can register for more than full time

When you have been admitted to the university you will be given a Student I.D number to register for classes. You will need to follow the links below to create an account through NEIUport.

- a. [NEIUport Activation Instructions](#) and
  - b. [First Time Users Getting Started with NEIUport](#)
2. Once you are in NEIUport you will be able to add your courses in the student tab. You may refer to the courses offered in the [2021-2022 course catalog](#).
    - a. If your school is requiring specific classes to be taken while abroad, make sure you get the approval from your school before registering and before your arrival. You can show your school advisor the course description in the course catalog for approval.
  3. Make sure you are registered for classes before you arrive. In case there is an issue, please see the international office immediately after arriving.
    - a. In case of any class schedule changes, please remember you have to have a full time status at all times (12 credits undergraduate and 9 credits graduate), so, if you drop a 3 credits class, you will have to add another 3 credits class. AND,
    - b. All class changes must be made during the same computer session.
    - c. Sometimes a class is going to show up as “restricted” or “in need of authorization”. In this case please follow the next steps:
      - i. Look up the department’s email address; you can look it up in the [directory](#).
      - ii. Write a short formal email requesting authorization to take the class
      - iii. Attach your translated transcripts to your email (This will show that you meet the necessary requirements to take the class)
      - iv. Please cc: Michael Nance to the email thread so they know that I am aware of the situation. Email [m-nance@neiu.edu](mailto:m-nance@neiu.edu)
  4. If you decide to drop a class you have to do it a week before school starts. That way, you are not penalized with a drop fee. You will need to make sure you are maintaining the full time course load. (12 credits for Undergraduate, 9 credits for Graduate).

*By signing this form I acknowledge that I will be responsible for fees that might arise as a result of not following rules and regulations pertaining to adding and dropping classes.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_