Click the **Student** tab in BU BRAIN Self Service.

Click the **Registration** menu item.
Click the Late Course Add/Drop/Withdrawal Petition menu item.

Select the term of the course you wish to add, drop or withdraw from.
Dropping or Withdrawing from a Course

To drop or withdraw from a course click the appropriate checkbox next to the course.

Click Submit Changes
In the **Reason for Request** text field, enter the justification for the petition request. Be as specific as possible. **You may enlarge the field by dragging down the bottom right corner of the text field.**

Click **Continue with Request**
Review your submission prior to submitting your request.

Click Submit Request

Retain the final page for your records.
Click Late Add/Withdrawal to check the status of your request. As the petition moves through the approval process, the Status, Decision and Submission Date will update appropriately.
Adding a Course

Enter the CRN of the course(s) you wish to add in the CRN fields. If you do not know the CRN(s) of the course(s), you can find them by clicking on the Class Search button.

If the course has multiple components (i.e. Lecture and Lab) enter the CRNs for all parts of the course.
Student Petition request for Late Add/Withdrawal page

Term: Summer 2014

Late Course Withdrawal

Select courses from which you are requesting to withdraw by checking the box at the beginning of the row.

Once you have selected a term, if any courses in the list below show N/A in the first column, you must process your withdrawal request through Self-Service BU Brain.

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
</table>

No data available in table

Late Course Add

Enter CRN's in the boxes below. If you need to look up information on a specific course, click the class search button. This will open a separate page to allow you to search the course catalog.

<table>
<thead>
<tr>
<th>CRN 1</th>
<th>CRN 2</th>
<th>CRN 3</th>
</tr>
</thead>
</table>

Submit Changes  Class Search  Reset
In the **Reason for Request** text field, enter the justification for the petition request. Be as specific as possible. You may enlarge the field by dragging down the bottom right corner of the text field.

Click **Continue with Request**
Review your submission prior to submitting your request.

Click **Submit Request**
Retain a copy of the final submission for your records.

Click Late Add/Withdrawal to check the status of your request. As the petition moves through the approval process the Status, Decision and Submission Date will update appropriately.

Select courses from which you are requesting to withdraw by checking the box at the beginning of the row.

Once you have selected a term, if any courses in the list below have "NA" in the first column, you must process your withdrawal request through Self-Service BU Brain.
*Look for your confirmation email via your BU email account.

To: [student_email]
CC: petition@binghamton.edu
Subject: Your Late Add/Withdrawal requests

Thank you for your submission of the following request(s) for the [term] Semester. Your request is currently being processed. You may check the status of this request through the online add/drop request process. Please allow up to one week for a decision.

Courses with [add_drop] requests:
[crn] [subject] [course number]-[section number] [course title] [credit hours] [instructor name].

Please retain email for your records

*Your instructor may require additional information before approving the request. If this option is chosen you will receive the following email. The petition will not be approved or denied until you meet with the instructor.

To: [student_email]
CC: petition@binghamton.edu
Subject: Late Add/Withdrawal Instructor Request

Dear Student,
Your instructor for [course title], [term] Semester, has requested to see you. Please contact the instructor as soon as possible to facilitate further processing of your request.

If you have requested to drop or withdraw from a course, please continue to attend until the petition is approved. If the petition is denied, you are still responsible for the coursework and will be graded accordingly.

*If no action is taken by the instructor in three business days, both you and the instructor will receive a reminder email. Please contact the instructor directly if the request is outstanding.

To: [student email]
CC: petition@binghamton.edu
Subject: Update on your Late Add/Withdrawal requests

Dear Student,

Your recent late [add_drop] petition is still pending because the instructor has not entered a decision on the following request:

[crn] [subject] [course number] [course title]

Please contact the instructor at [instructor_email], directly to ensure a decision is made.

Please retain this email for your records.