

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 all sections of a VSB course are closed, students should complete the VSB Override Approval Form, available in myNOVA, and submit it via email to the respective department contact listed at the bottom of the form. Submission of the form does not guarantee admittance into the closed course. The department will review the request and determine if it can be accommodated - this can take several weeks. It is recommended to register for an open back-up course while waiting to hear back. For closed classes *outside* of VSB, students should email the respective department chair to inquire about their override policy and processes.
- 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.