

Processing of Forms for Music Students
Pass/Fall, Add/Drop, major/minor change, credit limit override, etc.

During the COVID-19 social distancing period, the School of Music students should follow the process below when they need to make a change normally requiring a form:

1. Download any form which requires a dean or advisor's signature from the registrar's website: <https://www.stetson.edu/administration/registrar/forms.php>
2. Complete all the required areas legibly in pen or with a PDF notation software.
3. Scan/take picture of the form and send it to your advisor's e-mail address and the associate dean's e-mail address (alarson@stetson.edu). (The advisor can either sign the same way or simply reply "approved" by e-mail.
4. The music associate dean and/or administrative assistant will send to the required offices (registrar, financial aid) and copy the student so that they student may know if the action was approved or not.