PROCEDURE FOR ADDING MATH 268 OR MATH 269X

Math 268: a one-credit course offered on LaPlace Transforms; together with Math 266, equals Math 267

Math 269X: a one-credit course offered on systems.

To register for either Math 268 (or Math 269X):

1. **DO NOT REGISTER FOR MATH 267 OR MATH 266 DURING THE SEMESTER YOU WANT TO TAKE MATH 268 (or MATH 269X).**
2. During registration time, find a class period corresponding to one of the Math 267 classes. Leave that class period open for your next semester’s classes. **Do not add Math 268 (or Math 269X) during the registration period.**
3. During the first week of classes for the semester in which you want to register for Math 268 (or Math 269X), go speak with the instructor of the Math 267 class that you identified in Step 2 to ask her to add you to her class for Math 268 (or Math 269X) that semester. Take a pink slip signed in advance by your advisor to add Math 268 (or Math 269X). **PUT MATH 268 (OR MATH 269X) IN THE “ADD” SECTION OF THE PINK SLIP, AND LEAVE THE SECTION SPOT BLANK.** At this time, you will also need to arrange with the instructor the dates you will attend to cover the material on Laplace transforms (or systems), and to agree on what assessments you will take for the grade – quizzes, homeworks, exams, etc.
4. Get the pink slip signed by the instructor, then bring the pink slip to Dr. Jennifer Davidson in 396 Carver Hall. She will arrange to have a section of Math 268 (or Math 269X) added for you so that the appropriate instructor will be able to submit grade by AccessPlus.
5. **If you fail to bring the pink slip to Dr. Davidson, your instructor will not be able to assign you a grade for the course.**