# **Who Does What?**

| Procedure | Department | CLS Advising |
| --- | --- | --- |
| Signing Add/Drop Forms (as advisor only) | X | X |
| Signing Add/Drop Forms (as instructor) | Not without instructor consent and only close to last drop day |  |
| Curriculum Change Forms | X | X |
| DegreeWorks Exceptions | X |  |
| Graduation Applications | X |  |
| Study Abroad | X | X |
| Advising (providing pin) | Faculty | X |
| Waitlists | X |  |
| Evaluating Elective Transfer courses | X |  |
| Scheduling Help | X (after they have met with faculty and have their pin) | X |