

CHANGE OF REGISTRATION

ADD/AUDIT/DROP/WITHDRAWAL WEEKS 1-6

PROCEDURE

1. Complete all information in SECTION A
2. Complete the information in SECTION B (as needed).
3. Obtain signatures as needed in SECTION C.
4. Submit completed form to the Service Hub – twu.ca/help

ADMINISTRATIVE FEES

Late Course Add (Current Semester): \$50
Course Add/Drop Previous Semesters: \$100

SECTION A

LAST NAME	FIRST NAME	TWU ID NUMBER

Division (please select one): Undergraduate Graduate ACTS **Semester:** _____ (year) Spring Fall Summer

Number of semester hours in which enrolled before changes: ____ ; **Number of semester hours** in which enrolled after changes: ____

SECTION B - ADD CREDIT OR AUDIT

COURSE CODE Ex. PSYC 105	SEC. B	SEM. HRS	COURSE TITLE	INSTRUCTOR	INSTRUCTOR SIGNATURE	DATE

OR **DROP (Weeks 1-2)** **WITHDRAWAL (Weeks 3-6)**

I also want to withdraw completely from TWU. Checking this box will indicate to our office that you do not intend on taking any future courses at TWU, and we will adjust your student account accordingly. You will be contacted via email if you are eligible for a refund.

*Withdrawals will remain on your academic record (transcript) with an assigned grade of "W". The "W" grade does not impacted your GPA.

Prorated Tuition Refund for Withdrawals: **Week 3: 70% refund **Week 4:** 60% refund **Week 5:** 50% refund **Week 6:** 40% refund

COURSE CODE Ex. PSYC 105	SEC. B	SEM. HRS	COURSE TITLE	INSTRUCTOR	INSTRUCTOR SIGNATURE	DATE

Student Signature	Date
--------------------------	-------------

SECTION C - SIGNATURES

SIGNATURE required for ADD/DROP/WITHDRAWAL during **weeks 1-6**.

Academic Advisor Signature	Print Name	Date
-----------------------------------	-------------------	-------------

SIGNATURE required for ADD/DROP/WITHDRAWAL during **weeks 3-6**.

Financial Aid Officer Signature	Print Name	Date
--	-------------------	-------------

FOR OFFICE USE ONLY

Date Received: _____ Date Processed: _____ Initials: _____ Preliminary Charges Ran: _____
Semester Week / Refund %: _____ Admin Fee: _____ MS: _____ TD Ticket #: _____