

CHANGE OF REGISTRATION

ADD/AUDIT/DROP/WITHDRAWAL

STUDENT PROCEDURE

1. If you have not done so already, [submit a ticket](#) to our Service Hub. The ticket creation date will determine [withdrawal/refund eligibility](#) and admin fees.
2. Complete all information in SECTION A.
3. Complete the information in SECTION B as needed.
4. Obtain signatures in SECTIONS B & C.
5. Submit completed form online via your ticket. If you encounter problems submitting your form, please visit the Service Hub.

ADMINISTRATIVE FEESLate Course Add (Current Semester): \$50
Course Add/Drop Previous Semesters: \$100**SECTION A**

STUDENT ID NUMBER	FIRST NAME	LAST NAME	STUDENT DIVISION
			Undergraduate Graduate ACTS (Seminary)

SECTION B

SEMESTER <i>E.g., FALL 2025</i>	ADD/AUDIT/ DROP/WITHDRAW	COURSE CODE W/ SECTION LETTER <i>E.g., PSYC 105 A</i>	SEMESTER HOURS	COURSE TITLE	PROFESSOR NAME (TYPED)	PROFESSOR SIGNATURE	DATE OF SIGNATURE

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 your helpdesk ticket if you are eligible for a refund. *For more information on withdrawals and refunds, please visit [our website](#).*

SECTION C

STUDENT NAME (TYPED)	STUDENT SIGNATURE	DATE OF SIGNATURE
ACADEMIC ADVISOR NAME (TYPED)	ACADEMIC ADVISOR SIGNATURE	DATE OF SIGNATURE

FINANCIAL AID SIGNATURE required for **all students** requesting registration changes after the add/drop deadline.

FINANCIAL AID OFFICER NAME (TYPED)	FINANCIAL AID OFFICER SIGNATURE	DATE OF SIGNATURE

OFFICE USE ONLY	
TICKET ID NUMBER	
DATE TICKET CREATED	
DATE REGISTERED	
REFUND ELIGIBILITY	
SPECIALIST INITIALS	
ADMIN FEE AMOUNT	
ADMIN FEE MS GROUP	