

# 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 information in SECTION A.
3. Complete the information in SECTION B as needed.
4. Obtain ALL signatures in SECTIONS B & C. Financial Aid Officer signature is required for all students after the add/drop deadline.
5. Submit completed form online via your ticket. If you encounter problems submitting your form, please visit the Service Hub.

### ADMINISTRATIVE FEES

Late Course Add (Current Semester): \$50  
 Course Change Previous Semesters: \$100 per semester

### SECTION A

STUDENT ID NUMBER	FIRST NAME	LAST NAME	HELPDESK TICKET ID NUMBER (Leave blank if unknown)

### SECTION B

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

**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
ADVISOR/PROGRAM DIRECTOR NAME (TYPED)	ADVISOR/PROGRAM DIRECTOR SIGNATURE	DATE
FINANCIAL AID SIGNATURE required for <b>all students</b> requesting registration changes after the add/drop deadline.		
FINANCIAL AID OFFICER NAME (TYPED)	FINANCIAL AID OFFICER SIGNATURE	DATE

OFFICE USE ONLY			
DATE TICKET CREATED	WEEK ASSIGNED		
DATE PROCESSED	REFUND PERCENTAGE		
SPECIALIST INITIALS	MANUAL ADJ MS GROUP #		
ADMIN FEE AMOUNT	ADMIN FEE MS GROUP #		
COMMENTS			