

# CHANGE OF REGISTRATION

## ADD/AUDIT/DROP/WITHDRAW REQUEST

*Subject to Registrar Approval*

**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. Enter student and course registration information.
3. Check box regarding TWU financial aid & awards and/or student loan eligibility, which is **required for all students**. Check full withdrawal box only if applicable.
4. Contact professor(s) and your Academic Advisor/Program Director to obtain their signatures. Students are responsible for obtaining these signatures of approval.
5. Add your own signature, and submit completed form online via your ticket. If you encounter problems submitting your form, please visit the Service Hub.

**ADMINISTRATIVE FEES**

**\$75** Late Course Add (Current Semester)  
**\$100** Course Change (Per Previous Semester)

STUDENT ID NUMBER	STUDENT FIRST NAME	STUDENT LAST NAME	HELPDESK TICKET ID NUMBER <i>(Leave blank if unknown)</i>

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	COURSE BEGIN DATE	PROFESSOR NAME (TYPED)	PROFESSOR SIGNATURE	DATE SIGNED

I understand that changes to my registration may affect my **TWU financial aid & awards and/or student loan eligibility**. I acknowledge that it is my responsibility to contact the [Financial Aid Office](#) to determine how these changes may impact my funding.

I 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](#).

OFFICE USE ONLY	
REG AGREEMENT SIGNED (Y/N)	
DATE TICKET CREATED	
DATE OF REG CHANGE	
DROP/WITHDRAWAL ASSESSMENT	
PRELIM CHARGES CORRECT (Y/N)	
ADMIN FEE/TUITION ADJ	
SPECIALIST INITIALS	
COMMENTS	

ADVISOR/PROGRAM DIRECTOR NAME (TYPED)	ADVISOR/PROGRAM DIRECTOR SIGNATURE	DATE SIGNED
STUDENT NAME (TYPED)	STUDENT SIGNATURE	DATE SIGNED