

CHANGE OF REGISTRATION

Add / Audit / Drop / Withdrawal within Weeks 1 to 6

* FOR FULL WITHDRAWALS FROM THE UNIVERSITY, STUDENT NEEDS TO ALSO VISIT **STUDENT LIFE**

LAST NAME	FIRST NAME	STUDENT ID #	DIVISION UG GR SE

YEAR: 20_____

SEMESTER: FALL

SPRING

SUMMER

ADD Credit OR Audit

COURSE CODE	SEC.	SEM. HOURS	COURSE TITLE	INSTRUCTOR'S SIGNATURE	DATE

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

*Withdrawals will remain on your academic record (transcript) with an assigned grade of "W".

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

COURSE CODE	SEC.	SEM. HOURS	COURSE TITLE	INSTRUCTOR'S SIGNATURE	DATE

SIGNATURE required for ADD / DROP / WITHDRAWAL during Weeks 1-6
NOTE: Academic Advisor approval not required for audits and team sport credits.

Signature of Academic Advisor

Date

SIGNATURE required for WITHDRAWAL during Weeks 3-6
NOTE: Your financial aid package may be reduced when withdrawing during Weeks 3-6.

Signature of Financial Aid Officer

Date

SIGNATURE of STUDENT required for ALL REGISTRATION CHANGES

Signature of Student

Date

OFFICE OF THE REGISTRAR USE ONLY

Semester Week: 1 – 2 3 4 5 6

Date Received: _____ Initials: _____ Date Posted: _____ Initials: _____

Tuition Charge/Refund: _____ Late Administration Fee of \$50: Yes No

