

REGISTRATION STATUS CHANGE FORM (ADD/DROP)

(This form is to be used to change a registration after course selections have been processed)

Office of the Registrar/SAS

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Term: Fall 20_____ Spring 20_____ Summer 20_____

Student Name _____ **Student ID** _____ **Date** _____

Please Complete the Following:

>When this form is processed, I will be registered for _____ credits for the semester. >I am a (circle one) FR SO JR SR

>My intention is to be: Part Time (1-11 credits)_____ Full Time (12-16 credits)_____

Overloaded (17-20+ credits)_____ Tuition Overload approval from Student Financial Services **required** _____

Registering for 18-19 credits requires a CGPA of at least 3.0. Registering for 20+ credits requires a CGPA of at least 3.5 & permission of the Dean of the College.
Both require Student Financial Services approval **prior** to registration for the overload

>I am currently an NCAA athlete: _____ No _____ Yes (Note: any drops **or withdrawals** may affect full-time status for NCAA eligibility)

LIST BELOW ALL COURSES YOU WISH TO ADD:							
DEPT ID	COURSE NUM	SECT NUM	COURSE TITLE	CIRCLE ONE	INSTRUCTOR: PLEASE INITIAL <u>ALL</u> THAT APPLY		
					OVERLOAD APPROVAL	PREREQ WAIVER	LATE ADD APPROVAL ¹
				CREDIT AUDIT REPEAT			
				CREDIT AUDIT REPEAT			
				CREDIT AUDIT REPEAT			
				CREDIT AUDIT REPEAT			
				CREDIT AUDIT REPEAT			

NOTE: YOU MUST HAVE AN INSTRUCTOR SIGNATURE TO PERMIT AN OVERLOAD, PRE-REQ WAIVER OR A LATE ADD

LIST BELOW ALL THE COURSES YOU WISH TO DROP OR WITHDRAW FROM:					
Drops will be processed during the first week of classes during the regular semester. Date received will determine DROP or WITHDRAWAL status. SEE THE ACADEMIC CATALOG FOR CLARIFICATION					
DEPT ID.	COURSE NUM	SECT NUM	COURSE TITLE	CIRCLE ONE	INSTRUCTOR SIGNATURE (REQUIRED FOR WITHDRAWALS ² ONLY)
				DROP WITHDRAW ²	
				DROP WITHDRAW ²	
				DROP WITHDRAW ²	
				DROP WITHDRAW ²	
				DROP WITHDRAW ²	

¹ ANY COURSES ADDED AFTER THE ADD/DROP DEADLINE WILL REQUIRE A \$250.00 LATE FEE AND SPECIAL PERMISSION. NO COURSES MAY BE ADDED AFTER THE SECOND WEEK OF CLASSES.

² **Student Initiated Course Withdrawal:** The first month of a regular semester and after the Add/Drop date, a student may choose to withdraw from a course. This action does not change tuition billing. The grade will be "W" for the course. Instructor's signature is required as a courtesy so that the instructor knows the student will no longer be attending. ANY COURSE DROPPED AFTER THE FIRST WEEK AND PRIOR TO THE FIFTH WEEK WILL BE PROCESSED AS A WITHDRAWAL AND TUITION WILL BE ASSESSED FOR THE COURSE ACCORDING TO UNIVERSITY POLICY.

I HEREBY ACCEPT FINANCIAL RESPONSIBILITY FOR PAYMENT OF ALL CHARGES RESULTING FROM ABOVE REGISTRATION. SEE UNIVERSITY CATALOGUE FOR COMPLETE INFORMATION

STUDENT SIGNATURE _____ ADVISOR SIGNATURE _____