***LATE REGISTRATION CHANGES (used only after ADD/DROP)***

**--- Deliver this completed and signed form to the National Registrar’s Office for processing ---**

***Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ant. completion date \_\_\_\_\_\_\_\_\_\_\_\_\_***

***►Student’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* **During the initial add/drop period, the 1st two weeks of fall or spring semester or June 30 of the summer term, registration changes must be made in SIS.**
* **After the initial add/drop period and during the term**, each instructor's signature and program director’s signature is required for late registration changes.
* **Drop with record begins after the 2nd week of fall or spring semester and after June 30 of the summer term.** At the drop-with-record deadline, students who are unregistered are *withdrawn* retroactive to the beginning of the term. Transcripts will show a W grade on all dropped courses, except for a change of sections within the same course.
* No change in registration is official until the proper form, **bearing the required signatures (*►***), has been received, approved, and recorded by the National Registrar's Office.
* Reducing your course load may have an effect on your eligibility for current or past financial aid. You should also check your responsibilities for pro-rated tuition or fees.
* **Fall or Spring overload:** A student must obtain a **program director’s approva**l to take more than 18 credits.

***►Instructor’s approval***

***Circle choice*** ***Term*** ***Year*** ***Subject*** ***Course #*** ***Sec #*** ***Credit*** ***Instr.printed name Instr. Signed initials***

Add Drop **Fal Spr Sum** 20\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Add Drop **Fal Spr Sum** 20\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Add Drop **Fal Spr Sum** 20\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Add Drop **Fal Spr Sum** 20\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Add Drop **Fal Spr Sum** 20\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Add Drop **Fal Spr Sum** 20\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Add Drop **Fal Spr Sum** 20\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Add Drop **Fal Spr Sum** 20\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

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Comment**: Program Director approval for: \_\_\_\_\_ Registration changes \_\_\_\_\_ Overload of \_\_\_\_ credits**

**(check as needed)**

***►***Program Director signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(not required if only changing sections of the exact same course)