



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semester and after June 30 of the summer term.** At the drop-with-record deadline, students who are unregistered are *withdrawn* retroactive to the beginning of the term.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 approval** to take more than 18 credits.

► **Instructor's approval**

<u>Circle choice</u>	<u>Term</u>	<u>Year</u>	<u>Subject</u>	<u>Course #</u>	<u>Sec #</u>	<u>Credit</u>	<u>Instr. printed name</u>	<u>Instr. Signed initials</u>
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	_____	_____	_____	_____	_____	_____

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)