



# REGISTRATION & SCHEDULE CHANGE FORM

Term:  FA  WI  SP  SU Year: \_\_\_\_\_

\_\_\_\_\_  
Last Name, First Name

\_\_\_\_\_  
Student ID Number

ADDS			COMPLETE THIS SECTION FOR OVERRIDES ONLY			
CRN	Course (e.g. WR 121)	Course Title (e.g. English Comp)	↓ This Section MUST be Completed for Overrides ↓	Instructor Check ALL Approved Overrides*		Instructor Signature & Date (Required for Overrides)
				<input type="checkbox"/> Late Add	<input type="checkbox"/> Overload Class	
				<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Co/Prerequisite	
				<input type="checkbox"/> Special Approval	<input type="checkbox"/> Reg Restriction	
				<input type="checkbox"/> Late Add	<input type="checkbox"/> Overload Class	
				<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Co/Prerequisite	
				<input type="checkbox"/> Special Approval	<input type="checkbox"/> Reg Restriction	
			<input type="checkbox"/> Late Add	<input type="checkbox"/> Overload Class		
			<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Co/Prerequisite		
			<input type="checkbox"/> Special Approval	<input type="checkbox"/> Reg Restriction		
			<input type="checkbox"/> Late Add	<input type="checkbox"/> Overload Class		
			<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Co/Prerequisite		
			<input type="checkbox"/> Special Approval	<input type="checkbox"/> Reg Restriction		
			<input type="checkbox"/> Late Add	<input type="checkbox"/> Overload Class		
			<input type="checkbox"/> Time Conflict	<input type="checkbox"/> Co/Prerequisite		
			<input type="checkbox"/> Special Approval	<input type="checkbox"/> Reg Restriction		

\* Overrides: **Late Add** - Authorization to register *AFTER* the first week of term. **Overload Class** - Authorization to override the class limit. **Time Conflict** - Authorization to override class time conflict. **Co/Prerequisite** - Authorization to override course Co/Prerequisite. **Special Approval** - Authorization to override course restrictions (e.g. Instructor/Dept approval required, max credit hrs exceed). **Reg Restriction** - Authorization to override registration restrictions (e.g. major, program, degree, level restrictions etc).

DROPS (Tuition Refunds thru first week of term ONLY)			COMPLETE FOR WITHDRAWALS ONLY	
CRN	Course (e.g. WR 121)	Course Title (e.g. English Comp)	Instructor Signature & Date (Required for Withdrawals-After 2 <sup>1st</sup> Day)	

Is this a **COMPLETE WITHDRAWAL** from ALL Courses?  NO  YES  
NOTE: If checked YES, you will be withdrawn from all courses for the current term.

\_\_\_\_\_  
Adviser Signature - \_\_\_\_\_ Date / /  
(Required for all Withdrawals AFTER first week of term)

\_\_\_\_\_  
Financial Aid Signature - \_\_\_\_\_ Date / /  
(Required for all Withdrawals AFTER first week of term)

I acknowledge that my registration signifies consent to, and acceptance of, all policies and procedures governing my enrollment, including financial liability. I choose the above schedule and understand that I am responsible for officially withdrawing from any course in which I am enrolled and failure to do so may result in a failing grade. In addition, I understand that I am personally liable for all costs associated with my courses, including tuition and fees, whether or not I receive any financial assistance in the form of grants, loans or payments from any third party sources. I further understand that my academic schedule must meet requirements for federal financial aid and/or veteran's benefits and deviation without prior approval may result in repayment and/or loss of federal financial aid or veteran's benefits. I certify that all the above information is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Student Signature - Signifies Approval & Authorization \_\_\_\_\_ Date / /

NOTE: See schedule for important term dates & deadlines and drop/withdrawal procedures.