## University of Wisconsin-Eau Claire

### CHANGE OF REGISTRATION REQUEST

(Drops/Withdrawals, Time Conflict Approvals, Adds, Section Changes, Credit Changes, S/U, or Audit Changes)

**TERM** (Office Use Only)  

**LAST 4 DIGITS OF SOCIAL SECURITY NO.**

---

### NAME

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle/Maiden</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STUDENT ID NO.**

---

**CLASSIFICATION**

- **Fall 20__**
- **Winterim 20__**  
  - Undergraduate: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Special
- **Spring 20__**
- **Summer 20__**  
  - Graduate: ___ Admitted ___ Special

---

### DIRECTIONS

1. **TIME CONFLICT:** Complete Time Conflict section below by getting department approval for BOTH courses.
2. Complete DROP, ADD, and CHANGE sections as follows:
   - DROPS & WITHDRAWALS: Complete DROP section below. Forms submitted to the Registrar's Office after the published "No-Record" deadline will be recorded as a “W.”
   - ADDS: Complete ADD section below.
   - SECTION CHANGES: Complete BOTH the DROP and ADD sections.
   - CREDIT CHANGES: Complete CHANGE section below.
   - TO/FROM S/U OR AUDIT: Complete CHANGE section below.
   In the “Grade Basis” column, enter “S” for S/U, “V” for Audit, and “R” to change to regular grade basis.
3. Obtain required signatures and return form to the Registrar's Office in Schofield 128. Obtain specific instructions from Registration personnel.

---

### Credit Load Change:

From ___ credits to ___ credits;  

- No Change

### Approvals:

- **Advisor**
- **Date**

Required of all admitted Graduate students; Required of all undergraduate students, (except Specials) after the first week of classes for Fall and Spring semesters.

- **Assoc. Dean**
- **Date**

---

### Dept.  

<table>
<thead>
<tr>
<th>Dept. Name</th>
<th>Course No.</th>
<th>Section No.</th>
<th>Credit</th>
<th>Instructor’s /Dept Chair Signature</th>
<th>Date Signed</th>
</tr>
</thead>
</table>

D  
R  
O  
P  

---

### CHANGE:

<table>
<thead>
<tr>
<th>Dept. Name</th>
<th>Course No.</th>
<th>Section No.</th>
<th>Credit</th>
<th>Instructor’s /Dept Chair Signature</th>
<th>Date Signed</th>
</tr>
</thead>
</table>

A  
D

---

### TIME CONFLICT

**Grade Basis**  
(S/U, Audit).

---

**OFFICE USE ONLY:** Date Updated ___________ Operator’s Initials __________  

UNIV4001 REV 8/13  
S:\SR&DS\Forms\UNIV04001ChangeOfRegistration.doc
Notice to Undergraduate Students

ISSUES TO CONSIDER BEFORE WITHDRAWING FROM A CLASS

Issues Related to Full-time Status
A student must maintain 12 credits to be considered full-time. This includes remedial courses (those numbered below 100) and courses you are repeating.

If you fall below full-time at any point in the semester, it may affect the following:

- Health insurance coverage, if you are covered under your parents’ plan
- Athletic eligibility (check into both the enrollment requirements for this semester and the credits needed for the whole year)
- Veteran’s benefits
- Financial aid
  - Your financial aid will be based on your enrolled credits at the end of the add/drop-no record period for full-semester classes. If you withdraw from a class with a “W” after that date, your financial aid will not be decreased. Likewise, if you add credits after that date, your financial aid will not be increased.
  - “Satisfactory Progress,” however, may be a concern. To maintain “Satisfactory Progress” for financial aid purposes, you must complete 67% of your total enrolled credits.
  - For continued deferment of loan repayment, you need only to be enrolled half-time (6 credits).
  - However, scholarships may have other requirements.
- Eligibility for a dean’s list

What will not happen

- You will not be evicted from the residence halls.
- Being less than full-time in itself will not affect your academic standing.

Academic Standing and Withdrawing from a Class

To remain in good academic standing, an student must:

a) achieve a semester G.P.A. of 2.0 or higher
b) achieve a resident G.P.A. of 2.0 or higher;

Repeating Courses

You may repeat a course once. All grades remain on your transcript.

- If you withdraw from a class, you will have only one more chance to complete it.
- If you stay in a class, receive a C- or lower and retake it, the second grade replaces the first grade in computing your grade point average, but both grades remain on your transcript.
- Typically, financial aid is not available to cover the costs of a course repeated for a third time.