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)

NAME

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

STUDENT ID NO. ________________

LAST 4 DIGITS OF SOCIAL SECURITY NO. ________

CLASSIFICATION

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>20</td>
<td>Undergraduate: Freshman, Sophomore, Junior, Senior, Special</td>
</tr>
<tr>
<td>Winterim</td>
<td>20</td>
<td></td>
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<tr>
<td>Spring</td>
<td>20</td>
<td></td>
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<tr>
<td>Summer</td>
<td>20</td>
<td>Graduate: Admitted, Special</td>
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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

Credit Basis:

<table>
<thead>
<tr>
<th>Credit Basis (S/U, Audit).</th>
<th>Instructor’s /Dept Chair Signature</th>
<th>Date Signed</th>
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Required of all admitted Graduate students; Required of all undergraduate students, (except Specials) after the first week of classes for Fall and Spring semesters.

Credit Overload:

<table>
<thead>
<tr>
<th>Credit Overload</th>
<th>credit limit</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</table>

☐ 3rd Take

☐ RPLD

☐ AVRD

☐ Other:

Remarks: ____________________________________________

OFFICE USE ONLY: Date Updated ____________ Operator’s Initials ____________

UNIV4001 REV 9/12  S:SR&DS\Forms\UNIV4001ChangeOfRegistration.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.