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) \n
LAST 4 DIGITS OF SOCIAL SECURITY NO. \n
NAME \n
| Last | First | Middle/Maiden | STUDENT ID NO. | \n|------|-------|---------------|----------------| \n|      |       |               |                | \n
CLASSIFICATION \n
| Term  | Year | Classification | \n|-------|------|----------------| \n| Fall  | 20___| ___ Freshman | ___ Sophomore | ___ Junior | ___ Senior | ___ Special | \n| Winterim | 20___| Undergraduate: | | | | | \n| Spring | 20___| Graduate: | ___ Admitted | ___ Special | | | | \n| Summer | 20___| | | | | | | | | | 

DIRECTIONS: Complete all items above.  
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 Blugold Central, Old Library 1108. Obtain specific instructions from Registration personnel.

<table>
<thead>
<tr>
<th>Credit Load Change:</th>
<th>From ____ credits to ____ credits; ☐ No Change Approvals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor ____________ Date ________</td>
<td>Required of all admitted Graduate students; Required of all undergraduate students (except Specials) after the first week of classes for Fall and Spring semesters.</td>
</tr>
<tr>
<td>Assoc. Dean __________ Date __________</td>
<td></td>
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<tr>
<td>Late Add: ______________________</td>
<td></td>
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<tr>
<td>Section Change: ______________________</td>
<td></td>
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<tr>
<td>Q W (Assoc. Dean Approval) __________</td>
<td></td>
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<tr>
<td>Credit Overload: __________ credit limit</td>
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<tr>
<td>3rd Take RPLD AVRD (circle one) (see reverse, Repeating Courses)</td>
<td></td>
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<tr>
<td>Other: ______________________</td>
<td></td>
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<tr>
<td>Remarks ______________________</td>
<td></td>
</tr>
</tbody>
</table>

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

UNIV4001 REV 9/16 S:\SR\D\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:

- achieve a semester G.P.A. of 2.0 or higher
- 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.