### 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 the Registrar’s Office in Schofield 128. Obtain specific instructions from Registration personnel.

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### Credit Load Change:
From ____ credits to ____ credits;  □ No Change

### Approvals:
- **Advisor** _____________________ Date _________
- **Assoc. Dean** ________________ 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.

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### Other:

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### Remarks

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

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**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.