

CHANGE OF REGISTRATION REQUEST

Please complete this form and obtain the required signatures. **Return to Blugold Central - Old Library 1108.**

Student Name: _____

Student ID: _____

Term (Ex: Spring 2017): _____

Student Signature: _____

OFFICE USE ONLY:

Date Processed in CampS: _____

Staff Signature: _____

Term Code: _____

DEPARTMENT PERMISSIONS: Each academic department handles permissions for overriding into a closed (full) class, overriding class pre-requisites, and/or granting department or instructor consent. If you need these permissions, please contact the department before returning this form.

CREDIT OVERLOADS: Students wishing to enroll in credits above the credit limit (18 credits for Fall/Spring, 1 credit per week for Summer/Winterim) must seek permission from their College and pay additional tuition. Please contact the Academic Associate Dean for your College for more information.

SECTION CHANGES: If you need to change which section of a course you are enrolled in, please list the current section as a DROP and the new section as an ADD.

COURSE TIME CONFLICTS: If you are adding a course that has an intentional time conflict with another course already on your schedule, please use the Time Conflict eform.

	Dept. Name	Course No.	Section No.	# of Credits	SIGNATURES <i>Please see reverse side of form to see which signatures are required!</i>		
ADD					Instructor: _____	Date: _____	
					Advisor: _____	Date: _____	
					Acad. Associate Dean: _____	Date: _____	
						Instructor: _____	Date: _____
						Advisor: _____	Date: _____
						Acad. Associate Dean: _____	Date: _____
						Instructor: _____	Date: _____
						Advisor: _____	Date: _____
						Acad. Associate Dean: _____	Date: _____

	Dept. Name	Course No.	Section No.	SIGNATURES <i>Please see reverse side of form to see which signatures are required!</i>			
DROP					Instructor: _____	Date: _____	
					Advisor: _____	Date: _____	
					Acad. Associate Dean: _____	Date: _____	
						Processing Notes: _____	
						Instructor: _____	Date: _____
						Advisor: _____	Date: _____
						Acad. Associate Dean: _____	Date: _____
						Processing Notes: _____	
						Instructor: _____	Date: _____
					Advisor: _____	Date: _____	
					Acad. Associate Dean: _____	Date: _____	
					Processing Notes: _____		

	Dept. Name	Course No.	Section No.	Type of Change:	SIGNATURES <i>Please see reverse side of form to see which signatures are required!</i>		
CHANGE				<input type="checkbox"/> Grading Basis (Circle One) Letter Grade S/U Audit <input type="checkbox"/> Variable Course Credits: _____ to _____	Instructor: _____	Date: _____	
					Dept. Chair: _____	Date: _____	
					Acad. Associate Dean: _____	Date: _____	
					<input type="checkbox"/> Grading Basis (Circle One) Letter Grade S/U Audit <input type="checkbox"/> Variable Course Credits: _____ to _____	Instructor: _____	Date: _____
						Dept. Chair: _____	Date: _____
						Acad. Associate Dean: _____	Date: _____

Signatures Required for Registration Changes

NOTE: These apply to full semester courses; deadlines for shorter courses are prorated.

<i>Based on full-term courses</i>	Advisor	Instructor(s)	Department Chair	Academic Associate Dean for your college	Advising, Retention & Career Center
Course Time Conflict (<i>use eform</i>)		both			
Add (after first 5 days)	X	X			
Add (after first 10 days)	X	X		X	
Section Changes		both			
Section Changes (after first 4 weeks)		both		X	
Course Credit Changes		X	X		
Credit to Audit		X			
Credit to S/U (after first 10 days)				X	
Withdraw from Course (weeks 3-11)	X	X			
Withdraw from Course (after week 11)	X	X		X	
Withdraw from University (after first 10 days)				if required	X

NOTES:

- The department chair can sign on an instructor's behalf, if the instructor is not available.
- Academic Associate Dean's signature supersedes advisor, instructor and department chair signatures.
- If Academic Associate Dean Approval is required, this means you need to obtain a signature from the Academic Associate Dean for your College (College of Arts & Sciences, College of Business, College of Education & Human Sciences, or College of Nursing and Health Sciences).

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 both the enrollment requirements for this semester and the credits needed for the whole year)
- Veteran's benefits
- Eligibility for a dean's list
- Financial aid (***Please refer to Blugold Central web site for more information on 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.
- *International Students on J or F visas must have permission from the Center for International Education (Schofield 3) before dropping below 12 credits.*

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

To remain in good academic standing, a 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 -

A course in which a grade of C- or below or a W was originally earned may be repeated once. Please note:

- The new grade will replace the previous grade in computing GPAs, but **both grades will appear on your official transcript.**
- Typically, financial aid is not available to cover the costs of a course repeated for a third time.