### University of Wisconsin - Eau Claire

**CHANGE OF REGISTRATION REQUEST**

Please complete this form and obtain the required signatures. **Return to Blugold Central – Vicki Lord Larson Hall 1108.**

<table>
<thead>
<tr>
<th>Student Name: ____________________________</th>
<th>OFFICE USE ONLY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID: ______________________________</td>
<td>Date Processed in CampS: __________________</td>
</tr>
<tr>
<td>Term (Ex: Fall 2019): _____________________</td>
<td>Staff Signature: ________________________</td>
</tr>
<tr>
<td></td>
<td>Term Code: __________</td>
</tr>
<tr>
<td></td>
<td>Student Signature: ______________________</td>
</tr>
</tbody>
</table>

**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.

#### ADD

<table>
<thead>
<tr>
<th>Dept. Name</th>
<th>Course No.</th>
<th>Section No.</th>
<th># of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**SIGNATURES**

*Please see reverse side of form to see which signatures are required!*

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<thead>
<tr>
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<tbody>
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**DROP**

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#### CHANGE

<table>
<thead>
<tr>
<th>Dept. Name</th>
<th>Course No.</th>
<th>Section No.</th>
<th>Type of Change:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Grading Basis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Letter Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Variable Course Credits:</td>
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</table>
Signatures Required for Registration Changes
NOTE: These apply to full semester courses; deadlines for shorter courses are prorated.

<table>
<thead>
<tr>
<th>Based on full-term courses</th>
<th>Advisor</th>
<th>Instructor(s)</th>
<th>Department Chair</th>
<th>Academic Associate Dean for your college</th>
<th>Advising, Retention &amp; Career Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Time Conflict (use eform)</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Add (after first 5 days)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add (after first 10 days)</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Section Changes</td>
<td>both</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section Changes (after first 4 weeks)</td>
<td>both</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Credit Changes</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit to Audit</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grade Basis Change (i.e. Letter Grade to S/U or S/U to Letter Grade (after first 10 days)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdraw from Course (weeks 3-10)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdraw from Course (after week 10)</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Withdraw from University (after first 10 days)</td>
<td></td>
<td></td>
<td>if required</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

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:
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 -
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.