

REGISTRATION CHANGE AND PREREQUISITE WAIVER

Today's Date: _____

_____ Fall Spring Summer

Student's ID # _____

Name (Please print: Last, First Middle) _____

DROP SECTION (Remember to include associated labs)

- The last day to drop a course without transcript entry is **Friday of the 2nd week of the semester.**
- The last day to withdraw from a course with a grade of 'W' is **Friday of the 12th week of the semester.**
- For courses that do not meet for the entire semester, contact the Registrar's Office.

DROP	<u>Dept</u>	<u>Nbr</u>	<u>Sec</u>	<u>Course Title</u>	<u>Crs</u>	No instructor signature required	

ADD SECTION/PREQUISITEWAIVER (Remember to include associated labs)

- The last day to add a course is **Friday of the 2nd week of the semester.**
- For courses that do not meet for the entire semester, contact the Registrar's Office.

Complete this portion of the form to register for a course that is closed, requires instructor permission, or has a prerequisite or corequisite requirement that you have not met. **The instructor signature is required.** Note: Sophomores, Juniors and Seniors may not enroll in closed courses that have seats being held for freshmen even with the instructor's signature.

ADD	<u>Dept</u>	<u>Nbr</u>	<u>Sec</u>	<u>Course Title</u>	<u>Days/Time</u>	<u>Crs*</u>	<u>Instructor's Signature (REQUIRED)</u>	

*Use AU to indicate 'audit' status.

Students are required to discuss all registration changes with their academic advisor. Knowingly signing this form without having discussed changes with your advisor of record may result in non-registration or deregistration from class without notice. In addition, the registrar reserves the right to validate any and all registration changes submitted. By signing this form, you are confirming that you understand the advisor approval process and have discussed the above changes with your advisor.

Student Signature: _____

<u>Hours Before</u>	<u>Hours After</u>	<u>For Office Use only</u>	<u>RGN Date/Initials</u>

Submit this completed form to the Registrar's Office, 2nd floor, Central Hall.
Forms must be delivered in person and not sent through campus mail.