



Change of Registration

The first week of each semester is designated as the "Add/Drop" Period. Students must meet with their academic advisor to obtain signatory approval for such changes, but the signature of instructors is not required. NOTE: Course changes will not ordinarily be allowed after completion of the first week of the semester. Exceptions to this policy must be authorized by the Vice President for Academic Affairs.

In the case of withdrawal from a course after the "Add/Drop" Period has ended, all changes to registration will require the signature of each instructor who must also indicate whether the student is passing (WP) or failing (WF) at the time of the withdrawal.

Student Name: _____

Number of Hours	Credit	Non-Credit	Audit
Before change(s)			
After change(s)			

Reason for change(s): _____

Add/Drop	Course Number & Name	Instructor Signature & Date during Add/Drop Period (first week of classes)
☐ Add ☐ Drop		_____ Signature _____ Date _____
☐ Add ☐ Drop		_____ Signature _____ Date _____
☐ Add ☐ Drop		_____ Signature _____ Date _____
☐ Add ☐ Drop		_____ Signature _____ Date _____

WP/WF	Course Number & Name	Required Instructor Signature & Date (after Add/Drop Period ends)
☐ WP ☐ WF		_____ Signature _____ Date _____
☐ WP ☐ WF		_____ Signature _____ Date _____
☐ WP ☐ WF		_____ Signature _____ Date _____
☐ WP ☐ WF		_____ Signature _____ Date _____

Student: _____
Signature _____ Date _____

Academic Advisor: _____
Signature _____ Date _____

Vice President of Academic Affairs: _____
Signature _____ Date _____

Registrar: _____
Signature _____ Effective Date of this change of registration _____