

CHANGE OF REGISTRATION FORM



This form is to be used for any change of registration and requires the advisor's signature prior to submission to the Registrar's Office.

Student Name:	Term: <input type="checkbox"/> January <input type="checkbox"/> Spring Year: <input type="checkbox"/> Summer <input type="checkbox"/> Fall
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COURSE WITHDRAWAL (drop)

Course Number	Course Title	Cr. Hrs.	Check one			Instructor's signature <i>required after class begins</i>
			Drop	W	Other	

COURSE ENROLLMENT (add)

Course Number	Course Title	Cr. Hrs.	Check one		Instructor's signature <i>required after class begins</i>
			Credit	Audit	

COURSE CHANGE (change of credit hours or status)

Course Number	Course Title	Cr. Hrs.	Change		Instructor's signature <i>required after class begins</i>
			From	To	

Tuition is refundable as outlined in the catalog. An add/drop fee of \$17.50 per change will be incurred after the first week of spring and fall semesters, and after the first day of January and summer semesters. Change of status from audit to credit or credit to audit cannot be made after the first two weeks. A student can change course load during the first two weeks of regular semesters with no notation on their transcript. After the first two weeks, the student may withdraw and receive a WP or WF notation. Withdrawal from a course during the last four weeks of class will result in a failing grade; withdrawal for medical reasons may be an exception. Students seeking a withdraw-medical (WM) must file a formal written request with the Dean of the Seminary no later than 5 p.m. of the last day of classes of the term in which the course is taught. In the case of medical causes, a student who receives a withdraw-medical will be required to submit to the Dean of the Seminary certification from the treating physician or therapist of the student's ability to resume academic and professional work before being readmitted to classes in the following term or semester.

Student's signature:	Date:
Advisor's signature (required):	Date:
Financial Aid Coordinator <i>(required for withdrawing ONLY):</i>	Date:

FOR OFFICE USE ONLY

Percent refund due: % <input type="checkbox"/> NA	Original hours:
Add/drop fee: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Change:
Date processed:	Balance:

Original: Registrar *Yellow:* Financial Aid *Pink:* Student