



Office of the Registrar COURSE REGISTRATION CHANGES (Drop/Adds)

DEADLINES: The registration change (drop/add) deadline is one week after the start of Fall or Spring Semester classes or prior to the second meeting of any course lasting less than a full semester. After the deadline, the only change of status possible is a "Withdrawal" (until the term mid-point) or "F" (after the term mid-point).

There can be no withdrawal from audit status after the registration change (drop/add) deadline.

- ADD** = add a course for which not currently registered
- DROP** = drop a course for which currently registered (if not adding another course in its place, a drop will incur a \$20-per-course cancellation fee)

Each course involved in a change requires its own entry in the appropriate section (e.g., substituting one course for another requires an "ADD" entry and a "DROP" entry). Provide all information for each course.

Date and sign the form at the bottom.

<u>NUMBER</u>	<u>SHORT TITLE</u>	<u>INSTRUCTOR</u>	<u># UNITS</u>	<u>CHECK IF</u>	
				<u>CONT ED</u>	<u>AUDIT</u>
<u>ADD COURSES</u>					

<u>DROP COURSES</u>	<u>INSTRUCTOR</u>	<u>UNITS</u>

<u>CHANGE STUDENT STATUS IN COURSE</u>	<u>INSTRUCTOR</u>	<u>CHANGE STATUS TO</u>	<u>CREDIT</u>	<u>CONT ED</u>	<u>AUDIT</u>



print name

signature

date

First theological degree (or degree-track) students only: You must obtain the signature of your academic advisor if

- ADDING a course creates an overload (you must have a 3.50 GPA to take more than 6 units in a Semester).
- The changes in your registration involve REQUIRED courses or OPTION requirements.
- You are adding an advanced-level (STM/DMin) course (requires that you be a final-year student with minimum GPA of 3.50).

advisor signature (if required per above)

date