

Andrews University

Change in Registration Form

Name: _____
Last First

Student I.D. Number _____

Term: _____

Instructions

1. Use ball point pen and print clearly.
2. Independent Study type course **MUST** have an Instructor Approval card signed by the instructor.
3. **AUDITS** - the teacher must sign the drop/add form under the class that is being audited.
4. **GRADUATE STUDENTS** - If you are adding a class see Student Financial Services first.
UNDERGRADUATE STUDENTS - If you are going over 17 credits, see Student Financial Services first.
5. Return completed form to Records Office.
6. This form should NOT be used for Complete Drops. See Records Office for that form.

A fee will be charged for this change of program except in the following cases: (See bulletin for current fee).

1. Changes made during the Drop/Add period
2. Official Cancellation of a scheduled class.

ACADEMIC DEAN'S SIGNATURE NEEDED FOR THE FOLLOWING

1. Students on **ACADEMIC PROBATION**.
2. Students taking an **OVERLOAD**.
3. Adding Classes after the end of Add/Drop.

 Academic Dean

 Date

AUTHORIZATION: Secure signatures of officials as checked below:

 International Students
 (Visa Students dropping below full-time)

 Student Financial Services

DROP

CRN	Course Acronyms and Numbers	Sec. No.	Course Title	Credits	Advisor's Signature and Stamp

ADD

CRN	Course Acronyms and Numbers	Sec. No.	Course Title	Credits	Advisor's Signature and Stamp

Comments

Student's Signature _____ Date _____

Records Office Signature _____ Date _____