Registration Exception Request

Purpose:

All Registration should be completed by the deadline dates published in the Academic Calendar.

Use this form to request registration changes **after the registration deadline for adding courses or after the withdrawal deadline for dropping courses.**

Submission of this form does not guarantee approval.

When… Who… Where… to Submit?

- Use form after the registration deadline if adding courses (*see abbreviated calendar*). Use form after the withdrawal deadline if dropping courses. The Registration Exception Request form must be completed, approved with all signatures, and submitted within one semester of the end of the term.
- May be started by the student or advisor.
- A fee will be charged for registration changes made *after* the registration deadline.
- Email completed form to grades@andrews.edu

Please Note: *Retain copies of all documents submitted. Allow 2 business days for processing from date received. Any communication will be sent to your AU email account.*

Registration Exception Request

Student Information & Term

Please email completed form to grades@andrews.edu

Last Name:	First Name:	Andrews ID:	Term:	Year:

Registration Change Information

Add or Drop (mark one)	Subject & Course Number	Section	(CRN)	Course Title	Credits ('AU' for Audit)	Dates of Attendance	Instructor Signature
Add Drop							
Add Drop							
Add Drop							
Add Drop							
Add Drop							
Add Drop							

Explanation Required:

Grade Information

(Grade information required only if a grade has been submitted)

Please choose one of the following reasons: **Calculation Error**   **Instructor Error**   **Registration Error**

Subject & Course Number	Section	(CRN)	Course Title	Credits ('AU' for Audit)	Grade From	Grade To	Instructor Signature

Approvals Required *(Obtain signatures in order listed below)*

Signature	Date
Student:	
Advisor:	
Dean:	
Financial:	

Registrar's Office Use Only *(Sign and Date)*

____ Approved   Date:
____ Denied
Comments: Signature: