## Andrews University Change in Registration Form

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Last

First

Student I.D. Number\_

Term: \_\_\_\_

	Instructions	ACADEMIC DEAN'S SIGNATURE NEEDED FOR THE FOLLOWING
1.	Use ball point pen and print clearly.	I OIT THE I DEED TING
2.	Independent Study type course MUST have an Instructor Approval card signed by the instructor.	<ol> <li>Students on ACADEMIC PROBATION.</li> <li>Students taking an OVERLOAD.</li> </ol>
3.	AUDITS - the teacher must sign the drop/add form under the class that is being audited.	3. Adding Classes after the end of Add/Drop.
4.	GRADUATE STUDENTS - If you are adding a class see Student	
	Financial Services first.	Academic Dean Date
	UNDERGRADUATE STUDENTS - If you are going over 17 credits, see	
5.	Student Financial Services first.	
6.	Return completed form to Records Office. This form should NOT be used for Complete Drops. See Records	AUTHORIZATION: Secure signatures of officials as checked be
0.	Office for that form.	
		International Students (Visa Students dropping below full-time)
	ee will be charged for this change of program except in the following es: (See bulletin for current fee).	
1.	Changes made during the Drop/Add period	
2.	Official Cancellation of a scheduled class.	Ctudent Financial Contact
		Student Financial Services

## DROP

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

## ADD

с	RN	Course Acronyms and Numbers	Sec. No.	Course Title	Credits	Advisor's Signature
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					and Stamp
			Com	ments	
Student's Si	gnature	Date			
Records Off	ice Signature	Date			1300084 (Rev. 11/01)