

# 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