

REGISTRATION CHANGE FORM

This form is used to change registration for students after the registration period, for full or department controlled course sections, to override enrollment holds, or for Deans/Directors to approve a course as an Audit. This form is also used for student or administratively initiated withdrawal from the College.

Name of Student: _____ Date of Birth: _____

Program: _____ Semester & Year: _____

For changing registration:

Add, Drop, Or Audit	Course Number	Course Section	Course Name	Credit Hours	Course coordinator, Program Director, Dean, or Student Services Staff Signature	Student advised to contact financial aid
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Reason for the change:

For withdrawal from the College:

initials

Student Initiated Withdrawal: I am the student listed above and I wish to **withdraw from all classes** at the College for the semester listed above. I realize this will withdraw me from the College and I will need to reapply for admission to a future semester. I am aware of the Leave of Absence Policy but choose to withdraw from the College at this time. I have completed the Exit Survey form and it is attached to this document.

initials

College Initiated Withdrawal: The above named student is being **withdrawn** from the College for the following reason:

I request the above changes be made to my registration. I am aware that changing my registration may change the amount of financial aid I receive and the amount of tuition and fees I owe to the College. I have read and understand the Withdrawal Policy, Refund Policy, and Satisfactory Academic Progress Policy in the current Student Handbook. If I receive financial assistance I have spoken with a Financial Aid office representative and understand how these changes may impact my aid.

Student

Date

Chief Academic Officer, Registrar, or Dean of Student Affairs

Date

Submit completed form to the Registrar.

Internal use only: ____Financial aid ____Business Officer ____Instructional Designer ____Program Director