



## REGISTRATION CHANGE (DROP - ADD) FORM

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LAST NAME	FIRST NAME	MIDDLE INITIAL	CLASS STANDING	BANNER ID NUMBER
TERM	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	TODAY'S DATE: <input style="width: 100px;" type="text"/>

### DROP (Withdrawal during the first three cycles of a full term course will result in no record entry (permanent drop); after the first three cycles, a "W" entry (withdrawal);

CRN	SUBJECT	COURSE #	SECTION	CREDIT

<b>OFFICE USE ONLY</b>
PERM DROP / WITHDRAWAL
PERM DROP / WITHDRAWAL
PERM DROP / WITHDRAWAL

	<b>DATE</b>
Signature(s) - Instructor signature required after the first 4 days of the semester	_____
	<b>DATE</b>
Signature(s) - Instructor signature required after the first 4 days of the semester	_____
	<b>DATE</b>
Signature(s) - Instructor signature required after the first 4 days of the semester	_____

### ADD (No student may enroll in a full term course after the first 4 days of the semester.)

CRN	SUBJECT	COURSE #	SECTION	CREDIT

<b>CHECK IF APPLICABLE</b>
VARIABLE CREDIT <input type="checkbox"/>
AUDIT <input type="checkbox"/> REPEAT <input type="checkbox"/>
VARIABLE CREDIT <input type="checkbox"/>
AUDIT <input type="checkbox"/> REPEAT <input type="checkbox"/>
VARIABLE CREDIT <input type="checkbox"/>
AUDIT <input type="checkbox"/> REPEAT <input type="checkbox"/>
VARIABLE CREDIT <input type="checkbox"/>
AUDIT <input type="checkbox"/> REPEAT <input type="checkbox"/>

	<b>DATE</b>
Signature(s) - Instructor signature required after the first 4 days of the semester	_____
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	<b>DATE</b>
Signature(s) - Instructor signature required after the first 4 days of the semester	_____

**NOTE: SOME DEPARTMENTS REQUIRE THE APPROVAL OF THE DEPARTMENT CHAIR TO OVERRIDE CLOSED SECTIONS. PLEASE CHECK LIST**