REGISTRATION/DROP/ADD/AUDIT FORM

Print Name: ____________________________ Term: Fall Spring 1st Summer 2nd Summer Year: ________

Person ID: ___________ School: ____________________________ Major: ____________________________

INSTRUCTIONS: (Note - If initially registering, you must clear with University Cashier first.)

1. This form is to be completed when add or drop transactions cannot take place by web registration DURING THE CURRENT SEMESTER (after the last day to add a course and after the last day to drop a course with credit on Student's Financial Account each term). COURSE CHANGES AFTER THE END OF THE LAST DAY OF CLASSES FOR THE TERM MUST BE SUBMITTED ON A POST-SEMESTER REGISTRATION/ADD/DROP FORM.

2. Do not use this form if dropping all courses. To drop all courses, you must follow University withdrawal procedures.

3. After obtaining the required signature below (departmental approval required for adding courses only), submit this form to the University Registrar's Office, on the date signed by Adviser/Dean.

<table>
<thead>
<tr>
<th>&quot;D&quot; for Drop</th>
<th>&quot;A&quot; for Add</th>
<th>&quot;AUD&quot; for Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Number</td>
<td>Course Name</td>
<td>Course Number</td>
</tr>
<tr>
<td>Section Number</td>
<td>Activity Type</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>Lab/Rec</td>
<td>Day/Time</td>
<td>Building</td>
</tr>
<tr>
<td>Room (add only)</td>
<td>Dept. Approval</td>
<td>(initial for adds only)</td>
</tr>
</tbody>
</table>

SAMPLE A 31970 A S T R 0 3 1 P 4 0 1 L A B 3.0 MWF 8:00-8:50 PH 201 DCR
SAMPLE AUD 5397 E N G L 2 8 3 0 0 1 L E C 3.0

Forging or altering approved entries will be reported as an Honor Code violation.

Student's Signature ____________________________ Date ________

Adviser's Signature ____________________________ Date ________

Dean's Signature (if required) ____________________________ Date ________

Original - University Registrar's Office
Pink - University Cashier's Office
Yellow - School Dean's Office
Blue - Student

OFFICE OF UNIVERSITY REGISTRAR USE ONLY

EFFECTIVE DATE: