

# CHANGE OF REGISTRATION FORM

STUDENT'S	LAST NAME	FIRST NAME	MIDDLE	SSN	CURRICULUM #
STUDENT'S SIGNATURE		DATE		<b>CHANGE OF REGISTRATION FOR:</b>  Academic Year:  Academic Quarter (Please Circle Below):  [OCT - DEC] [JAN - MAR] [APR - JUN] [JUL - SEP]  1                      2                      3                      4	
ACADEMIC ASSOCIATE'S SIGNATURE		DATE			
CURRICULAR OFFICER'S SIGNATURE		DATE			
CURRICULAR OFFICE CODE: <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>					

**NOTE: Change of Registration Forms must have the APPROVAL SIGNATURES of both the Academic Associate and Curricular Officer PRIOR to being taken to the individual Professors/Instructor for signature.**

## COURSE WITHDRAWALS (DROPS)

COURSE Number	SEGMENT Number	Professor/Instructor's NAME (print legibly)	Professor/Instructor's SIGNATURE	DATE (DD/MM/YY)
				/ /
				/ /
				/ /
				/ /
				/ /

## COURSE ENROLLMENTS (ADDS)

COURSE Number	SEGMENT CREDITS	Professor/Instructor's NAME (print legibly)	Professor/Instructor's SIGNATURE	DATE (DD/MM/YY)
	.			/ /
	.			/ /
	.			/ /
	.			/ /
	.			/ /

## Instructions

1. Fill in Your Name, SSN and Curriculum Number (e.g. 360).
2. Fill in the Academic Year and circle the Quarter for which the Change of Registration is for (e.g. 1999 - 1)
3. Fill in the Curricular Officer Code (e. g. 30).
4. Sign your name and write in the current date where indicated (e. g. DD/MM/YY).
5. Fill in the Course Number, Segment and Credits (adds) for the courses which you desire to add or drop.
6. Obtain approval signatures from your Academic Associate and Curricular Officer.
7. Clearly print the Professor's/Instructor's name in the block provided.
8. Have the Professor/Instructor provide signature and date in appropriate blocks (see Note 1).
9. Return completed form to your Curricular Office.

### NOTE 1

- ADDS**
- (a) Courses may only be added during the first two weeks of the quarter.
  - (b) The Professor's/Instructor's signature is always required.
- DROPS**
- (a) The Professor's/Instructor's signature is not required during the first two weeks.
  - (b) The Professor's/Instructor's signature is required after the first two weeks.
  - (c) Courses may be dropped without penalty until the end of the eighth week of the quarter.
  - (d) "W" will appear after the end of week two of the quarter.

### Example

COURSE Number	SEGMENT Number	Professor/Instructor's NAME (print legibly)	Professor/Instructor's SIGNATURE	DATE (DD/MM/YY)
M A 2 1 2 1	1	<i>P. I. Squared</i>	<i>P. Squared</i>	17/10/99
				/ /
COURSE Number	SEGMENT CREDITS	Professor/Instructor's NAME (print legibly)	Professor/Instructor's SIGNATURE	DATE (DD/MM/YY)
C S 3 9 0 0	1 3 . 2	<i>C. P. Uhe</i>	<i>C. P. Uhe</i>	17/10/99
				/ /