

CHANGE OF STUDENT REGISTRATION

Name (Last)	First	Middle	Date
Banner ID Number	Student Division/Major	Phone Number	SEMESTER

To DROP: Students "DROP" courses themselves through their LoLA accounts. If unable to DROP course through LoLA, please go to the Student Affairs office for further assistance. DOB: _____

ADD Course additions after the official "ADD" period require the approval of the Instructor and the Dean of Academic Affairs. Financial Aid or the Bursar's signature is necessary for any "ADD".

CRN	COURSE NUMBER & SECTION	INSTRUCTOR SIGNATURE	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION CHANGE Section changes after the official "ADD" period require the approval of the Instructor and the Dean of Academic Affairs.

DROP CRN	ADD CRN	COURSE NO & SECTION	INSTRUCTOR SIGNATURE	DATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REINSTATEMENT Reinstatements after the official "ADD" period require the approval of the Instructor, the Dean of Academic Affairs, and Financial Aid or the Bursar.

CRN	COURSE NUMBER & SECTION	INSTRUCTOR SIGNATURE	DATE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signatures:

*Dean of Academic Affairs	Date
*Financial Aid Department	Date
*Bursar	Date

Semester hours have changed from _____ to _____ hours. The student is now: Full Time Part Time

It is the STUDENT'S RESPONSIBILITY to take this form to the Registrar's Office. The official drop date is the date this form is received and signed in the Registrar's Office.