

Use blue or black ink and print clearly. Term (circle one) Fall Winter Spring Summer I Summer II Year 20_____

Student Name (Last, First, Initial)

Student ID

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Complete Withdrawal

Has your contact information changed since your last registration? Yes No

IMPORTANT INSTRUCTIONS ON PREVIOUS PAGE

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|--|------------|----------------------|--------|---|
| <input type="checkbox"/> ADD for credit <input type="checkbox"/> Credit to Audit <input type="checkbox"/> Audit to Credit <input type="checkbox"/> ADD for Audit <input type="checkbox"/> DROP | CRN | Course Number | Campus | Pre-Req Approval _____ Dept Permission _____ Seat Override _____ Third Attempt _____ |
| | | | | |
| Instructor Approval and Date Required for Late Add. | | Billing Hours | | |

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| Instructor Approval and Date Required for Late Add. | | Billing Hours | | |

**All Signatures Valid for 3 business days.

I agree to comply with College policies and procedures, including the Student Code of Conduct.

Student Signature Date

Increase Credit Load to: _____

Counselor's Signature Date

Additional comments:

Office Use Only (Initial/Date)

Directions for Students:

If the class you would like to add/register for has not started and you cannot register online:

1. Enter the CRN for the course(s).
2. Meet with a counselor/advisor to verify if you meet the assessment levels/prerequisites for the class you wish to take. If you have taken college courses elsewhere, you will need to provide unofficial transcript(s) or test scores so assessment levels/prerequisites can be verified.
3. Sign and take the form to the Office of Admissions and Records.
4. **All signatures are valid for 3 business days.**

If the class you would like to add/register for has already met and is not full:

1. Enter the CRN for the course(s).
2. Collect the documentation that proves you have met the assessment levels/prerequisites. (Unofficial transcript(s) or test scores)
3. Take the registration form and your documentation to the professor of the course you wish to enter. **IF** the professor allows you to join the course, he or she will give you approval by signing and dating the form. After checking to make sure that you meet the assessment levels/prerequisites, he or she will initial the "Pre-Req Approval" line on the form or send you to a departmental advisor to have this done.
4. Sign and date the form and take it to the Office of Admissions and Records. Payment arrangements are required at time of registration.
5. **All signatures are valid for 3 business days.**

If the class you would like to add/register for has met and is full:

(Note: Academic Department rules regarding admission to full classes vary.)

1. Enter the CRN for the course(s).
2. Collect the documentation that proves you have met the assessment levels/prerequisites. (Unofficial transcript(s) or test scores)
3. Take the registration form and documentation to the professor of the course you wish to enter. They will let you know their departmental procedure.
4. **All signatures are valid for 3 business days.**
5. Payment arrangements are required at time of registration.

Warning: Reducing semester hours may affect your eligibility for: financial aid, health insurance through a parent, veterans' benefits, immigration status, or other benefits that require a minimum enrollment. F1 students may not change schedule below 12 billing hours or change to audit without permission from an **international student coordinator**.

Registration for a class creates a binding financial obligation that must be paid in full unless a student officially drops the class prior to the published deadline. Non-attendance does not relieve a student of his or her financial obligation. Students are held fully responsible for their selection of courses whether or not made in consultation with an advisor.

Department Permission and Seat Override require a departmental signature, and at Rockville the departmental stamp is also required.

Directions for Faculty:

Once your course meets, you have the authority to allow or deny students entry into your course. All changes must be finalized before 20% of class meetings have occurred.

If your class is not full:

1. Check assessment levels/prerequisites on student provided documentation.
2. If you choose to allow entry, sign and date the form in the "Instructor Approval and Date" box, and initial "Pre-Req Approval" line or provide override in SFASRPO. In addition, if your department has an approval stamp, imprint it on the registration form or add Department Permission via SFASRPO.

If your class is full:

1. If you wish to allow entry, follow the procedures outlined by your department.

Change of audit status after the class begins:

1. If you wish to allow the student to change status from credit to audit after the class begins an instructor's signature is required.