



OFFICE OF THE REGISTRAR

Request to Reinstate Dropped Class

Name: _____ Student ID: _____

Term: _____ Session: _____ Year: _____

Subject: _____ Course #: _____ Section #: _____ Instructor Name: _____

Check each box to indicate you have read each of the following:

I understand this form can only be used for 5 business days after the original date of drop.

I understand this form cannot be used if classes have been dropped for non-payment.

I understand this form cannot be used to reinstate a class that was dropped on or before the census date of the session.

I understand this form cannot be used if I have Withdrawn from all classes.

I understand that if I receive financial aid, reinstating this course may affect my current and future financial aid eligibility. For more information about Financial Aid and Satisfactory Academic Progress (S.A.P.) policy, please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements>.

Choose one of the methods below to submit your completed form to the Registrar's Office:

- TO SUBMIT THE FORM ELECTRONICALLY:
 - Fill in all fields of the form and save the completed form to your computer.
 - Sign electronically (from a valid UNT email address) and click the Submit button →
 - OR-
 - Print the form, sign and Email to Registrar@unt.edu (from a valid UNT email address).
- TO SUBMIT THE FORM IN PERSON:
 - Print the form and fill in all fields.
 - Take the completed form to the Registrar's Office in ESSC 147.
 - Present a photo ID.
 - Obtain a receipt to show that the drop has been processed.

Signature

Date