

Registration Changes and Withdrawal Form



Student Name: Last _____ First _____ MI _____

Student ID: _____ Term: Fall Spring Summer Year: 20____

This form is used to request registration changes after online access to add and drop has passed. You may also use this form to request an enrollment override. Only complete forms will be processed.

- Registration changes: Adds, Drops, Withdrawals, and Wait listing
- Enrollment Overrides: Prerequisite and co-requisite waivers, term overloads, and add, drop, withdrawal deadline waivers

Instructions for Students

- 1) Fill in your name, ID number, and then indicate which semester you are requesting a registration change or override in. If you wish to make changes to more than one semester/term please use a separate form for each semester/term.
- 2) Indicate if you want to add or drop and then enter all course information requested. If you are requesting an instructor waiver/ override, indicate what type you are requesting.
- 3) Answer the questions below the table and sign the form. You are responsible for obtaining all required signatures. See the other side of this form for which signatures are required for your request.

Have you applied for Financial Aid (grants, loans, scholarships)? YES NO

Add	Drop	Subject	Course Number	Section Number	Class Number	Waitlist if course full?	Are you requesting an enrollment override/waiver? If so, indicate what type of override/waiver below.	Instructor Signature for Override/ Authorization
✓		EX:MGMT	EX:3720	EX:003	EX:1428	EX: Yes	Requisite <input type="checkbox"/> 4 th Class Day <input type="checkbox"/> Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/> 4 th Class Day <input type="checkbox"/> Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/> 4 th Class Day <input type="checkbox"/> Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/> 4 th Class Day <input type="checkbox"/> Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/> 4 th Class Day <input type="checkbox"/> Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/> 4 th Class Day <input type="checkbox"/> Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/> 4 th Class Day <input type="checkbox"/> Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/> 4 th Class Day <input type="checkbox"/> Allow Drop <input type="checkbox"/>	

Are you requesting a term overload? YES NO If you checked YES you must obtain Academic Dean Signature.

Are you dropping all of your classes for this term/semester? YES NO If you checked YES please provide a reason: _____

By signing below you acknowledge the following:

I understand it is my responsibility to withdraw from courses for which I am registered and do not attend, and it is my responsibility to read and understand the deadlines and policies for refunds and dropping classes according to the UNT Dallas Catalog. I further understand and agree that payment for tuition and fees is due by the published date to avoid cancellation of my classes and that any refund will be based on the refund schedule set forth in the Catalog. I understand my decision to drop courses may have the potential to affect my current and future financial aid eligibility.

Student Signature _____ Date _____

Financial Aid Signature - By Signing below the financial aid representative acknowledges the Office of Financial Aid has been made aware of the above indicated student's schedule change and will indicate whether a credit hold is required.

Print _____ Sign _____ Date _____

Academic Advising Signature - By signing below the academic advisor authorizes either a) the student to drop the developmental courses listed above or b) the graduating senior to drop the courses listed above.

Print _____ Sign _____ Date _____

Academic Dean Signature - By signing below the Academic Dean authorizes the above indicated student to a) drop/withdraw after the deadline, b) add a class/classes after the census day, or c) overload their schedule for the term. **Note** - Signing below for adding classes after the census day also constitutes acknowledgement by the Academic Dean that the University will not receive funding for this student in that course.

Print _____ Sign _____ Date _____

Required Signatures

Adding

Through fourth day of term

1. Student

After fourth day of term

1. student,
2. Instructor – for each class

After the census day

1. Student
2. Instructor
3. Academic Dean

Drop before the census day

1. Student
2. Financial Aid
3. *Only for developmental courses or graduating seniors*
Academic Advising

Drop before the last day to drop

1. Student
2. Financial Aid
3. *Only for developmental courses or graduating seniors*
Academic Advising
4. Instructor – for each class

Drop after the last day to drop

1. Student
2. Financial Aid
3. *Only for developmental courses or graduating seniors*
Academic Advising
4. Instructor – for each class
5. Academic Dean

Drop all of your classes for a term.

Before the last day for Withdrawals

1. Student

After the last day term withdrawals

1. Student
2. Financial Aid
3. Academic Dean

Prerequisite and Co-requisite Waivers

1. Student
2. Instructor

After the census day

1. Student
2. Instructor
3. Academic Dean

Term overloads

- 1) Student
- 2) Academic Dean

Instructions for Financial Aid

- 1) Sign the form. Indicate to the side of your signature whether a credit/refund hold should be placed on the student's account while financial aid is reviewed.
- 2) Return the form to the student

Instructions for Academic Advising

- 1) Sign the form if a) the student is approved to drop the developmental courses listed on the form or b) the graduating student is approved to make changes to their schedule.
- 2) Return the form to the student

Instructions for Instructors

- 1) Sign next to the class you are the instructor for. By signing you are approving the student to add the class after the fourth day of the term, to drop the class after the census day, or to enroll in the class despite not having completed the prerequisite class or being concurrently enrolled in the co-requisite class.
- 2) Return the form to the student

Instructions for Academic Deans

- 1) Sign the form if the student is approved to add classes after the census day, drop classes after the deadline, or overload their schedule for the term.
- 2) Return the form to the student.

Student contacts Registrar's Office for Schedule Change



Registrar's Office advises student on schedule change process



Student obtains required signatures



Student returns form to Registrar's Office

Contact Information

Office of the Registrar

Email: registrar@untdallas.edu

Phone: 972-780-3664

Location: Student Center - Student Solutions Center

Academic Advising

Email: advising@untdallas.edu

Phone: 972-338-1645

Location: Student Center – Student Solutions Center

Financial Aid

Email: financialaid@untdallas.edu

Phone: 972-780-3662

Location: Student Center – Student Solutions Center

School of Business

Phone: 972-780-3668

Location: Founder's Hall 309

School of Education

Phone: 972-338-1503

Location: DAL1 241

School of Human Services

Phone: 972-338-1345

Location: DAL1 Suite 105

School of Liberal Arts and Sciences

Phone: 972-338-1501

Location: Founder's Hall 200