Registration and Add / Drop Form

UNI (University Network ID): _____

Check one: Change of Program ☐ Registration ☐

Last Name: _____

Term / Year _____

First Name: _____

Program / Major: _____

School: _____

Degree: _____

Instructions:
Follow the example shown and fill in all columns for the action you are requesting.

Action Code:
Enter "A" to add a class. Enter "D" to drop a class.
Enter "C" to change the number of points for a variable course and then enter the new number of points.
Note: Students in F-1 or J-1 status, please consult with ISSO if your enrollment drops below full-time status.

Grading Options:
Enter "L" for letter grade. Enter "P" for pass/fail. Note: If no grading option is selected, a letter grade is automatically selected.

Signatures:
Please sign this form and, if required, have your advisor sign.
Note: Dean or Department Instructor approval may also be required. Check with your school for departmental requirements.

Action Code	Call Number 5-Digit	Course Number / Section	Section Title	Points	Grading Options L= Letter Grade P= Pass/Fail	Dean Approval, if required	Dept. Instructor Approval, if required
A	*77785*	*R3502/001*	*Playwriting*	*3.0*	*L*		

Enter total points **BEFORE:** _____

Enter total points **AFTER:** _____

Student Signature: _____ Date: _____

Signature of Official
Approving Term Program
(if required): _____ Date: _____