

**REGISTRATION FORM – Add-Drop-Withdraw**

**Instructions:** Use this form to add, drop and withdraw from classes from time of registration through the last day to make changes as published in the University calendar. Prior to the first day of the term, you may add and drop classes on-line through CougarNet. This form may be used for a complete withdrawal from all classes. **Deadlines for summer term and weekend classes, workshops and short-term classes may be different. These deadlines are listed on the Registrar’s website [www.siu.edu/registrar](http://www.siu.edu/registrar). Return the completed form to the Service Center, RH 1309, for processing.** Contact the Service Center at 618-650-2080 if you have questions.

Name \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_ Term & Year \_\_\_\_\_  
Last First Middle

**REQUEST TO ADD THE FOLLOWING CLASSES**

CRN	Dept/Course Number	Section Number	Credit Hours	Audit (check box)	<u>Instructor signature / Date</u> -Approval required beginning the first day of the semester. -Signature permits enrollment regardless of closed class status or active waitlist. -Signature allows enrollment regardless of prerequisite restrictions. -Authorization is valid for current term only.	<u>Dept. Chair signature / Date</u> -Approval from the chair of the department offering the course is required after the first week of the class. -Signature permits enrollment regardless of classification, level, major or program restrictions. -Authorization is valid for current term only.
<b>TOTAL ADDED HOURS</b>					<u>Advisor Signature /Date</u> (Required for first-time registrations only)	

**NOTES FOR ADDING CLASSES**

- No registrations or added classes are permitted after the second week of classes.
- Beginning the first day of the term, all first-time registrations are subject to a \$25 non-refundable late registration fee
- Weekend classes, workshops, and summer classes may have deadlines that differ from regular full-term classes. The deadlines are listed on the Registrar’s website [www.siu.edu/registrar](http://www.siu.edu/registrar).
- Check CougarNet after making any registration changes to verify your enrollment is accurate.
- You are officially enrolled ONLY if your name appears on the instructor’s class list.

**REQUEST TO DROP THE FOLLOWING CLASSES**

CRN	Dept/Course Number	Section Number	Credit Hours	<u>Instructor signature/Date</u> Required weeks 11-13 only	<u>Advisor signature/Date</u> Required weeks 11-13 only	<b>NOTES FOR DROPPING CLASSES</b> Refund policies and deadlines are available at <a href="http://www.siu.edu/registrar">www.siu.edu/registrar</a> .  Dropping classes or withdrawing from school during weeks 11 through 13 of fall and spring, or the equivalent for summer and shorter classes will result in the assignment of a WP or WF.  No class drops or complete withdrawals are permitted after week 13 for fall and spring or the equivalent for summer term and for classes of shorter duration.  Return books to Textbook Services after dropping or withdrawing.  Notify Housing and Financial Aid (if applicable).
<b>TOTAL DROPPED HOURS</b>						

**REQUEST TO WITHDRAW FROM ALL CLASSES**

I am withdrawing from all of my classes for the above indicated term.

\*NOTE: If you are withdrawing during weeks 11 through 13 of fall or spring, or the equivalent for summer term, courses must be listed above and authorization to withdraw obtained.

**STUDENT AGREEMENT:** I am requesting the above changes to my class schedule and accept full responsibility for the accuracy of this request. I understand that it is my responsibility to be aware of the impact of these requests on my billing account, financial aid eligibility and full-time status as well as my academic record.

After this change, I am enrolled in \_\_\_\_\_ hours. I plan to complete these hours.

\_\_\_\_\_  
 Student Signature (required) Date

Processed by:	Date:	
Added Wk #	Dropped Wk #	W/D Wk #

**Service Center Use Only**