

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. 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 REGISTER FOR OR ADD THE FOLLOWING CLASSES

CRN	Dept/Course Number	Section Number	Credit Hours	Audit	² Instructor signature / Date	¹ Adviser signature / Date	³ Dept. Chair signature / Date

TOTAL ADDED HOURS

Registration approvals are required and should be obtained in this order:

- 1 Your Advisor's approval is required if this is your first registration for this term.
 - 2 Approval from the instructor of each course is required beginning the first day of the class.
 - 3 Approval from the chair of the dept. offering the course is required after the first week** of the class.
- * Instructor signature permits enrollment in class regardless of closed status or active waitlist.

Failure to meet pre-requisite requirements or class restrictions may require additional authorizations. Use Pre-requisite/Restriction waiver to obtain enrollment.

**Deadlines for course changes vary for classes that meet for a duration shorter than the published term begin and end dates on the University's Academic Calendar. Please check the following website for adjusted deadlines: www.siu.edu/registrar or visit the Service Center, 1309 Rendleman Hall.

NOTE: No registrations or added classes are permitted after the second week of classes.

Check CougarNet after making this change to be sure your enrollment is accurate!

Take updated CougarNet schedule to Textbook Services when picking up books

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	*Week 11 – 13 ONLY Instructor signature / Date	*Week 11 – 13 ONLY Adviser signature / Date

TOTAL DROPPED HOURS

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.

NOTE: *Instructor/advisor signatures are required to drop or withdraw from classes during weeks 11 through 13 of fall and spring, or the equivalent for summer and shorter classes. A grade of WP or WF will be assigned.

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 rental texts to Textbook Services after dropping courses or withdrawing from the University.

Check CougarNet after making this change!

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.

My total hours after this change: _____

 Student Signature (required) Date

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

Service Center Use Only