

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 online 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 at siue.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.
TOTAL ADDED HOURS				<input type="text"/>	<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, short-term format, and summer classes may have deadlines that differ from regular full-term classes. The deadlines are listed on the Registrar’s website www.siue.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	NOTES FOR DROPPING CLASSES
						Weeks 1 & 2: No entry on transcript & full credit of tuition & fees
						Weeks 3-10: W Grade entered on transcript & no credit of tuition & fees
						Weeks 11-13: WP or WF grade entered on transcript (Instructor assigned) & no credit of tuition & fees
						Deadlines for dropping summer classes & weekend or short-term format may be different. Registration deadlines & tuition policies are published at siue.edu/registrar

TOTAL DROPPED HOURS

NOTES FOR COMPLETE WITHDRAWALS FROM SIUE

- Weeks 1 & 2: No entry on transcript & full credit of tuition & fees
- Week 3: W grades on transcript & 50% credit of tuition, 100% fees
- Week 4: W grades on transcript & 50% credit of tuition, no fees
 Withdrawals weeks 3 & 4 include a \$100 administrative withdrawal fee
- Weeks 5-10: W grades on transcript, no credit tuition & fees
- Weeks 11-13: WP or WF entered on transcript (instructor assigned). Signatures of instructor & advisor required, no credit of tuition & fees
- Deadlines for withdrawing during summer may be different. Registration deadlines & tuition policies are published at siue.edu/registrar

REQUEST TO WITHDRAW FROM ALL CLASSES

I am withdrawing* from ALL of my classes for the above indicated term and year.

Note: You are responsible for returning textbooks to Textbook Services and notifying Financial Aid and Housing of withdrawal (if applicable)

*Instructor and advisor signatures are required for withdrawals during weeks 11-13

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 statement, financial aid eligibility, on-campus housing requirements 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