

- This is not a total withdrawal form. If attempting to withdraw from all courses for a particular term, you will need to use the *Total Withdrawal Form* which is available at the Registrar's Office or online at [www.uaf.edu/reg/forms/](http://www.uaf.edu/reg/forms/).
- Use this form to add individual courses after the first day of instruction or use this form to drop or withdraw from individual courses after the first day of instruction, but before the last day of student-initiated withdrawals.
- NOTE: These changes are not official until all steps are completed, including payment of any charges that are due. **Retain your computer printed schedule bill as a receipt until the end of the semester when grades are posted. Use this receipt if questioning transactions.**

**PLEASE PRINT CAREFULLY – Complete all information requested below**

<b>NAME:</b>			<b>UA ID #</b>								
(LAST)	(FIRST)	(MIDDLE)									
<b>LOCAL MAILING ADDRESS</b>						<b>PHONE NUMBERS</b>					
Number and Street:						Home Phone:					
P.O. Box:						Day Phone:					
City, State, Zip Code:						E-mail Address:					

**DROP or WITHDRAW FROM A COURSE**

1. To drop/withdraw from a course, submit this form to the Registrar's Office prior to the last day of student-initiated withdrawals.
2. Advisor's signature is required after last day of late registration.

CRN	Dept.	Crs. #	Sec. #	Course Title	Credits	Instructor's Name (Signature not required)

**ADD A COURSE**

1. To add a course, submit this form to the Registrar's Office prior to the last day of late registration.
2. Your advisor's signature is required ONLY for an overload or if you are adding after the last day of late registration.
3. Instructor's signature is required ONLY after the last day of late registration.

CRN	Dept.	Crs. #	Sec. #	Course Title	Credits	✓ Audit	Instructor's Signature

**CHANGE FROM CREDIT TO AUDIT**

1. You must be currently enrolled in the class for credit to use this form to change to audit.
2. Submit this form to the Registrar's Office prior to the last day to withdraw.
3. Your advisor's signature is required ONLY if changing to audit after the last day of late registration.
4. Your instructor's signature is required ONLY if changing to audit after the 3<sup>rd</sup> Friday after classes begin.

CRN	Dept.	Crs. #	Sec. #	Course Title	Credits	Instructor's Signature

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Overload Approval:** To register for 19 or more credits, students must have a 3.00 cumulative GPA and advisor approval.

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

REGISTRAR'S OFFICE: Processed by \_\_\_\_\_ Date \_\_\_\_\_