

Barcode label
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GRADUATE STUDENT FORM
ADD/DROP/CHANGE TO AUDIT
INDIVIDUAL CLASS LATE WITHDRAWAL

RECEIVED



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Term _____

P _____

PLEASE PRINT

Name: _____ UAF ID# _____
(Last) (First) (Middle)

UAF Email Address: _____ Contact Telephone Number (____) _____

NOTE: If tuition has been paid on your behalf by the University, as a benefit of receiving a Teaching Assistantship (TA), Research Assistantship (RA) or a Graduate Fellowship, any changes made to your semester courses may result in additional tuition and fee charges and payment of these charges may be your responsibility.

ADD A COURSE

- To add a course, submit this form to the Office of Admissions and the Registrar (OAR) prior to the last day of late registration.
- Be aware that you are responsible for payment of any additional tuition and fees.
- If you are auditing the course, you must check Audit box. You are responsible for payment of tuition and fees for audited courses and audited courses do not count toward full-time enrollment.
- Register for courses already in progress. Instructor permission required*

CRN	Dept.	Course #	Sec #	Course Title	Credits	<input checked="" type="checkbox"/> Audit

DROP or WITHDRAW FROM A COURSE

- To drop/withdraw from a single course, submit this form to the OAR prior to the last day of student-initiated withdrawals.
- There will be no reimbursement of tuition or fees for dropped course(s) after late registration ends.

If you are dropping to zero credits, you must submit a Total Withdrawal form. Withdrawal forms can be obtained from the OAR or online. Do not use this form.

CRN	Dept.	Course #	Sec #	Course Title	Credits

CHANGING A CURRENT COURSE FROM CREDIT TO AUDIT

- RA/TA/Fellowship tuition payments will not cover audited courses and you will be responsible for payment of tuition and fees.
- You must currently be enrolled in the class for credit to use this form to change to audit.
- Submit this form to the OAR prior to the last day of student-initiated withdrawals. Audited courses do not count toward full-time enrollment, nor do they count for credit toward a degree.
- Change to audit after the last day to drop. Instructor approval required.*

CRN	Dept.	Course #	Sec #	Course Title	Credits	<input checked="" type="checkbox"/> Audit

Student Signature _____ Date _____

*Instructor Signature _____ Date _____

*Instructor Printed Name _____

All Graduate Students must take this form to the Graduate School (202 Eielson) for approval BEFORE submitting the form to the UAF Office of the Registrar.

Approved: _____ Date: _____

Graduate School Signature