REGISTRATION/ADD/DROP FORM

Please Print Clearly
Refer to the academic calendar for class registration deadlines

Name: ____________________________ Semester ________ Year ________

ID#: ______________________________ College: __________________________

Address: __________________________ Major: __________________________

Phone: ___________________________ □ Undergraduate □ Doctoral

□ Graduate □ Non-Degree

Please note: If you add a course to your schedule, you must pay the additional tuition and fees prior to the tuition payment deadline to validate the added course. To view the balance due or to print your new class schedule please log on to the Blue & Gold Connection.

Instructor’s Signature is required if dropping after last day to drop with an automatic grade of “Q”**

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<th>Course #</th>
<th>Section #</th>
<th>Course Title</th>
<th>Instructor’s Signature</th>
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* By signing this form, instructor is authorizing the Registrar’s Office to override any pre-requisites, co-requisites, or course capacity limitation for the course being added.

** If dropping after last day to drop with an automatic grade of “Q” instructor must indicate grade to be entered, either “Q” or “F”.

WARNING - Please read all entries below that are check (✓)!

To be completed by the Registrar’s Office only

___ Not impacted by Senate Bill (SB) 1231 six (6) total drop limit.

___ You are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits you to a maximum of six (6) non-punitive course drops during your undergraduate career. (A non-punitive drop does not affect your GPA.) Course drops that exceed the maximum allowed by SB 1231 will be treated as “F’s” and will impact your GPA. The drop(s) you are processing count in the maximum number of non-punitive drops allowed. Please refer to the University Drop Policy if you need additional information on the requirements of SB 1231 or if you feel you have extenuating circumstances that exempt these course drops from the maximum number of non-punitive drops allowed.

___ Your course drop(s) bring you below the number of hours you must complete during a fall or spring semester to maintain satisfactory academic progress for financial aid. If you are not familiar with the satisfactory academic progress regulations for financial aid, please contact the Office of Student Financial Aid.

Student Signature ____________________________ Date ___________

Advisor Signature ____________________________ Date ___________

Required of all students if adding a course; or if dropping a course as an athlete or a University College student

For Registrar’s Office use only

Processed By ____________________________ Date __________________

Return this form to the Registrar’s Office.
If you are withdrawing from all of your classes, please see the Registrar’s Office for a university withdrawal form.