



REGISTRATION ADD/DROP FORM
Form must be submitted to the Office of the Registrar for processing.
(email: registrar@tamuk.edu or fax to: 361-593-2195)

Refer to the Academic Calendar for Class Registration Deadlines

Name: _____ Semester: _____ Year: _____
 ID#: K _____ College: _____
 Address: _____ Major: _____
 City: _____ State/Zip: _____ Undergraduate Graduate
 Phone: _____ Doctoral 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*.

Add or Drop

Check Applicable Box(es)	Note: Instructor signature is not required if dropping a course(s).					
	CRN	Subject	Course #	Section #	Course Title	Instructor's Signature *
<input type="checkbox"/> Add <input type="checkbox"/> Drop						
<input type="checkbox"/> Add <input type="checkbox"/> Drop						
<input type="checkbox"/> Add <input type="checkbox"/> Drop						
<input type="checkbox"/> Add <input type="checkbox"/> Drop						
<input type="checkbox"/> Add <input type="checkbox"/> Drop						

* By signing this form, instructor is authorizing the Registrar's Office to override any pre-requisites.

Registration seating capacity ONLY if course is a closed session

CAPACITY OVERRIDE APPROVAL: If the addition of this registration causes the current enrollment to exceed the maximum enrollment, **the following approval signatures are required** from the appropriate college affiliated with the course.

Department Chair
 Print _____ Signature _____ Date _____

College Dean (or Proxy)
 Print _____ Signature _____ Date _____

CRN	Subject	Course #	Section #	Course Title

Student Signature: _____ Date: _____

Academic Advisor Signature: _____ Date: _____

(Required of ALL students who are adding or dropping a course – policy change effective 2014 Fall)

Athletic Department or Transitional Coordinator Signature: _____ Date: _____

(Required) if student is: an athlete (1 signature required) and/or registered for any Transitional course.)

For Registrar's Office use only: Processed By _____ Date _____

If you are withdrawing from ALL of your classes, please contact the Office of the Registrar for more information and withdrawal forms - email registrar@tamuk.edu or call 361-593-2811.