Request Registration Change

ID# _________________ Printed Name ______________________________________________ Email _________________________

Please change my registration by:

☐ Adding a Course - Add/Drop deadline is at the end of the first week of the course.
☐ Dropping a Course - Add/Drop deadline is at the end of the first week of the course.
☐ Cancellation of Registration -- NO Classes Were Attended: Cancellation notification received in the Registrar’s Office prior to the First Day of Term/Classes (see Academic Catalog, Financial Information, Cancellation of Registration)
☐ I plan to return next term Term: ____________

☐ Withdraw from a Course – Grade of “W” will be awarded
☐ Withdrawal from Term -- One or more Classes Attended: Refer to the Academic Catalog, (see Withdrawal from the University) since repayment of awarded financial aid may be a consequence of withdrawal

Office Use Only:
[Verification of no classes attended**by__________] [Date of Last Class Attended** ___________ Verified by__________]

**Attendance defined as: classroom attendance for On-campus OR assignment submission for Online Campus.

☐ No   ☐ Yes I receive Veteran Benefits
☐ No   ☐ Yes I receive Federal Aid (including loans) and/or a Northwest Scholarship

Please list all changes below:

<table>
<thead>
<tr>
<th>Add/ Drop</th>
<th>Course Withdrawal</th>
<th>Remain Registered – Intent to complete.</th>
<th>Dept (BIBL)</th>
<th>Number (1103)</th>
<th>Section (00)</th>
<th>Course Title (OT History &amp; Literature)</th>
<th>Credit (3)</th>
<th>Course Dates (1/12/15 – 7/15/15)</th>
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Total

Student’s Authorization received: ☐ by Phone ☐ by Email ☐ by Administrative Cancellation/Withdrawal ☐ Other: ___________

Request Submitted by: _____________________________ Date: _____________

For Office Use Only Notification of Cancellation/Withdrawal Received: _________ Billable Credits: _______

Celinda Barefield / Non-Trad Billing / Online Billing Notified ☐ Date: __________ Initial: ___________

(Traditional) (CAPS/GRAD) (Online)

Processing Recommendations:

RO 03/15