Registration / Schedule Change Form

(ADD / DROP / WITHDRAW)

Academic Dean/Vice President Signature

This form should be used for either your initial registration or to make any changes to your current schedule. Please complete the following information and take the form to the Admissions and Records Office for processing after obtaining the necessary (or appropriate) approvals. Please see the reverse side for additional information.



t I					
20	Name				
ing 20					
nmer 20	ID#				
II ADD - Please ADD the	e following courses to	o my schedule:			
COURSE NUMBER	DEPT.	NUMBER	SECTION	CREDITS	
SAMPLE - 69305	MTH	120	06A	3	
III DROP or WITHDF	RAW -Please DROP (TOTAL CREDITS 19 credits (fall or spring) or mo Vice President of Academic Aff	re require approval of airs; 14 or more in su	
COURSE NUMBER	DEPT.	NUMBER	SECTION	CREDITS	
	'				
Student's Signature	Date	Date Tuiti	Date Tuition Due		
Advisor/Counselor Signature	Date	Received/F	Processed by	Date	

Please retain your copy of this transaction until you have received your final semester grades. It is a student's responsibility to pay all fees on time based on the college schedule. If a student does not pay their tuition on time, they will be dropped from their classes. John Tyler does not mail out billing statements for tuitions/fees. Revised 9/28/06

Additional Instructions for Completing the Form

To Register and/or Add a Course:

- 1. Complete Part I and Part II.
- 2. Take the complete form to the Admissions and Records Office (Moyar Hall, Room M101, Chester Campus; Administration Building, Room B106, Midlothian Campus).
- 3. If you pay in person, please retain your receipt. You may pay online.
- 4. If you are receiving financial aid, you do not have to obtain a receipt.

To Drop or Withdraw from a Course:

- 1. Complete Part I and Part III.
- 2. Take the completed form to the Admissions and Records Office. You cannot withdraw using the online system.

Important Reminders:

- 1. During the withdraw without academic penalty period, your official withdrawal date is the date the form is received in the Admissions and Records Office.
- 2. You should keep your copy of all registration/add/drop transactions until you have received your official grade report for the semester.
- 3. Please submit any address changes to the Admissions and Records Office either in person or in writing.