



# Change in Registration Form UST Drop/Add

Office of the University Registrar

- Fall \_\_\_\_\_
- J-Term \_\_\_\_\_
- Spring \_\_\_\_\_
- Summer \_\_\_\_\_
- First, Extended, Double Sessions \_\_\_\_\_
- Second Session \_\_\_\_\_

**Please note:** This form is required only if a signature permitting this registration is required. Please use MURPHY Online to add or drop if no signature is required.

**Instructor(s) only:** Your signature on this form will override any outstanding registration requirements (such as: pre-requisite(s); waitlist; etc.) that prevented the student from registering online.

**PLEASE FILL OUT THE FORM COMPLETELY AND SIGN THE BOTTOM.**

LAST Name (Please Print)	FIRST Name	M.I.	UST ID #	Mail #
Fr. So. Jr. Sr. Non-Degree PSEO (Circle one)			Email Address (non-degree)	

### CLASSES TO BE ADDED

CRN	Dept. ex. THEO	Course Number 101	Sec. 01	Course Title	Advisor's Signature (First Semester Freshmen)	Instructor's Signature (if required)
					DATE	DATE
					DATE	DATE
					DATE	DATE
					DATE	DATE
					DATE	DATE
					DATE	DATE
					DATE	DATE
					DATE	DATE
					DATE	DATE

### CLASSES TO BE DROPPED

CRN	Dept. ex. THEO	Course Number 101	Sec. 01	Course Title	Advisor's Signature (First Semester Freshmen)
					DATE
					DATE
					DATE
					DATE
					DATE
					DATE

**Important: Please read the other side of this form**

My signature below attests that I have read and understand the information on the front and back of this form.

Signature of Student	Date
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## INSTRUCTIONS

### 1. ADDING AN OPEN CLASS

**First semester freshmen:** obtain written permission from your advisor on this form and return it to the Registrar's Office, Aquinas Hall 106. To change a section of the same class, you are NOT required to obtain written permission from your advisor. You must have the instructor's signature on this form if the section you are adding is closed.

**All other students:** register on-line until the published dates for changes in registration. After these deadlines you must obtain written permission on this form and return it to the Registrar's Office, Aquinas Hall 106.

#### **ADDING A CLASS WHICH IS CLOSED BECAUSE IT HAS REACHED THE MAXIMUM ENROLLMENT:**

**All students** must obtain written permission from the instructor on this form and return it to the Registrar's Office, Aquinas Hall 106. **First semester freshmen** must also obtain written permission from their advisor.

### 2. DROPPING A CLASS

**First semester freshmen:** obtain written permission from your advisor on this form and return it to the Registrar's Office, Aquinas Hall 106.

**All other students:** drop class on-line until the published date for changes in registration. After this time, complete this form and return it to the Registrar's Office, Aquinas Hall 106.

**NOTE:** There may be billing or financial aid implications when changing from one section of a course to another or when replacing one course with another. Questions about billing implications should be referred to the Business Office, Aquinas Hall 116 or 962-6600. Questions about financial aid implications should be referred to Student Financial Services, Aquinas Hall 328, 962-6550.

### 3. WAIT LISTING A CLASS

Students can wait list for a class only after it has reached its maximum enrollment. Students can wait list themselves on-line until the published deadline for adding classes.

Students who are wait listed are NOT enrolled in the class. They must attend the first class meeting, obtain the signature of the instructor on this form, and return it to the Registrar's Office to be registered for the class. Instructors are advised not to allow students to attend class until they are registered.

**Students must have completed all prerequisites before they can wait list a class.**

Being on a wait list for a class does NOT guarantee placement in that class. It is the discretion of the instructor as to who, if any, on the wait list will be allowed to register for the class.

### 4. PROCESSING ADDS AND DROPS

This form must be taken to the Registrar's Office, 106 Aquinas Hall, or faxed to (651) 962-6710. Office hours are 7:30 a.m. - 4:30 p.m., Monday through Friday.

**TUITION REFUND SCHEDULE.** Tuition refunds for courses dropped during the academic year are made according to the following schedule. Look in the Summer Schedule for the refund schedule for Summer Sessions.

Through the 10th day of the term.....	100%
On the 11th through 15th day of the term.....	80%
On the 16th through 20th day of the term.....	60%
On the 21th through 25th day of the term.....	40%
On the 26th through 30th day of the term.....	20%
After the 30th day of classes.....	0%

**NOTE:** The days of classes are counted from the first day of the term, NOT the first meeting day of the course being changed.