



Registration Change Form - Add/Drop

J-Term	Spring	Summer	Fall
Year:			

- Please Note: This form is only required if a signature is needed for registration. Please use [Murphy Online](#) to add/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); time conflicts; etc.) that prevented the student from registering in Murphy Online.

PLEASE FILL OUT THE FORM COMPLETELY AND SIGN BELOW

First Name	Last Name	St. Thomas ID
<input type="checkbox"/> FR. <input type="checkbox"/> SO. <input type="checkbox"/> JR. <input type="checkbox"/> SR. <input type="checkbox"/> Non-Degree <input type="checkbox"/> Parent-on-Campus Non-Degree		
Email Address (Required for Non-Degree and Parent-On-Campus Non-Degree)		

Please fill out the form completely and sign below

Classes to be Added				
CRN	Dept.	Course Number	Course Title	Instructor's Signature & Date

Course to be Dropped			
CRN	Dept.	Course Number	Course Title

Please read the other side of this form for addition instructions

By signing below, I attest that I have read and understand the information on the front and back of this form.

Signature of the Student	Date
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Please return this form to the Student Data & Registrar located in MHC 126 or by email registrar@stthomas.edu

Instructions

1. Adding an Open Course
 - a. Register online using Murphy Online until the published dates for changes in registration. After these deadlines, you must obtain the permission of the instructor.
2. Closed Course
 - a. All students must obtain the permission from the instructor on this form and return it to the Student Data & Registrar.
3. Dropping a Course
 - a. Drop online using Murphy Online until the published date for changes in registration. After this time.

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 (651) 962-6600. Questions about financial aid implications should be referred to Student Financial Services (651) 962-6550.

4. [Wait Listing a Course](#)
 - a. Student can wait-list for a course only after it has reached its maximum enrollment. Students can wait-list themselves on-line until the published deadline for adding classes. The Student Data & Registrar cannot add students to the waitlist.
 - b. Students who are wait-listed are NOT enrolled in the class. In order to be enrolled in a wait-listed course, students should contact the instructor.
 - c. Prerequisites must be complete before a student can wait-list a course.
5. Processing Adds and Drops
 - a. The form must be returned to the Student Data & Registrar Office either by email, in-person, or fax (651) 962-6710.
6. Tuition Refund Schedule
 - a. Tuition refunds for courses dropped during the academic year are made according to the following schedule. For specific dates, please contact the [Business Office](#).

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