

# Registration Change Form (Add/Drop)

**Students:** This form is only required if a signature is needed for registration. Please use Murphy Online to add or drop courses if no signature is required.

**Instructors:** Your signature on this form will override any outstanding registration requirements (such as pre-requisites, time conflicts, etc.) that prevented the student from registering via Murphy Online.

STUDENT INFORMATION		
Last Name	First Name	St. Thomas ID
St. Thomas Email		Phone

**Select One:**    FR    SO    JR    SR    Non-Degree    Parent-on-campus Non-Degree

**Read the instructions on the reverse of this form. Complete each applicable section and sign below.**

**Year:**                                       J-term                       Spring                       Summer                       Fall

COURSE(S) TO BE ADDED				
CRN	Department	Course Number	Section Number	Instructor Signature and Date

COURSE(S) TO BE DROPPED			
CRN	Department	Course Number	Course Title

STUDENT SIGNATURE
By signing, I attest I have read and understand the instructions on the front and back of this form and agree to have the Office of Student Data and Registrar alter my registration to add and/or drop the course(s) listed above.

<span style="font-size: 2em; font-weight: bold; margin-right: 10px;">X</span> <div style="border: 1px solid black; width: 100%; height: 30px;"></div>	Date <div style="border: 1px solid black; width: 100%; height: 30px;"></div>
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Return this form to:  
 University of St. Thomas  
 Office of Student Data and Registrar, Mail 5001  
 2115 Summit Ave, Saint Paul, MN 55105-1096  
 registrar@stthomas.edu

# Change of Registration Request Instructions

## Adding an Open Course

All other students: Register online using Murphy Online until the published dates for changes in registration. After these deadlines, you must obtain the permission of the instructor.

## Closed Course

All students must obtain the permission from the instructor on this form and return it to the Office of Student Data and Registrar.

## Dropping a Course

Drop courses using Murphy Online until the last day to withdraw from a class without a grade of F. You can submit this form to the Office of Student Data and Registrar if Murphy Online does not allow you to drop online. Refer to the [Academic Calendar](#) for published registration and refund dates.

**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 should be referred to the Business Office, (651) 962-6600. Questions about financial aid implications should be referred to the Financial Aid Office, (651) 962-6550.

## Waitlisting a Course

1. Students can waitlist for a course only after it has reached its maximum enrollment.
2. Students who are waitlisted are NOT enrolled in the class.
3. Students are notified via St. Thomas email when a seat in the course is available and given 24 hours to register.
4. If the student does not register during their 24 -hour window, they forfeit their place on the waitlist.
5. Prerequisites must be complete before a student can waitlist a course.

## Processing Adds and Drops

The form must be returned to the Office of Student Data and Registrar by email, in-person, or fax (651) 962-6710.

## Tuition Refund Schedule (for undergraduate spring and fall terms)

Tuition refunds for courses dropped during the academic year are made according to the following schedule. For specific dates, please contact the Business Office.

<b>REFUND SCHEDULE</b>	Note: The days of classes are counted from the first day of the term, NOT the date of the first class meeting.
Through the 14 <sup>th</sup> calendar day of the term	100%
On the 15 <sup>th</sup> through the 21 <sup>st</sup> calendar day of the term	80%
On the 22 <sup>nd</sup> through the 28 <sup>th</sup> calendar day of the term	60%
On the 29 <sup>th</sup> through the 35 <sup>th</sup> calendar day of the term	40%
On the 36 <sup>th</sup> through the 42 <sup>nd</sup> calendar day of the term	20%
The 43 <sup>rd</sup> calendar day of the term and beyond	0%

\* For additional information about refunds, visit [stthomas.edu/businessoffice/students/tuition/refundscheduleundergrad/](http://stthomas.edu/businessoffice/students/tuition/refundscheduleundergrad/).