

Change in Registration

All information must be completed. To be used for adjusting registration ONLY. For withdrawal from all courses, use a Withdrawal from School form. **Signatures are required prior to processing this form.**

TODAY'S DATE: _____

STUDENT ID#: _____

NAME: _____

PHONE#: _____

TERM: FALL

SPRING

SUMMER

YEAR: _____

WITHDRAW FROM THE FOLLOWING:

Course ID/#	Section	Course Title	Cr Hrs	Instructor Notified? (Y/N)

ADD THE FOLLOWING:

Course ID/#	Section	Course Title	Cr Hrs	Instructor Notified? (Y/N)

REQUIRED SIGNATURES:

Student Signature Date

Advisor Signature Date

Financial Aid Office Signature (RYAN 209 – finaid@fontbonne.edu) Date

Business Office Signature (RYAN 215 – busoffice@fontbonne.edu) Date

Total Hours before adjustment	
Total Hours withdrawn	
Total Hours added	
Total Hours after adjustment	

If total hours after adjustments is more than 18 hours, dean signature is required.

Dean Signature Date

Registrar Office Signature (RYAN 205 – registraroffice@fontbonne.edu) Date

REGISTRAR INTERNAL USE ONLY - Effective Date