

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Semester \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Are you on a **NAIA team**? Please speak to Registrar's Office to **check future eligibility** if you are dropping any courses.

Yes \_\_\_\_\_ No \_\_\_\_\_

Eligibility Checked – Registrar Initial \_\_\_\_\_

Instructions: **1.** List all changes in registration. **2. Obtain appropriate signatures.** **3.** Submit to Registrar's Office.

Present Enrollment \_\_\_\_\_ hours (*before* changes are made)

|      | COURSE   | SECT. | COURSE TITLE        | HRS | MODULE OR FULL TERM SEMESTER? | INSTRUCTOR'S SIGNATURE | ATTENDANCE  |
|------|----------|-------|---------------------|-----|-------------------------------|------------------------|---|
| EX.  | LDRS 100 | 06    | College Foundations | 2   | M/F                           | Required               | Completed by Instructors for Drops                      |
| ADD  |          |       |                     |     |                               |                        |   |
|      |          |       |                     |     |                               |                        |   |
| DROP |          |       |                     |     |                               |                        | No Attendance<br>Drop _____ Withdraw _____<br>LDA _____ |
|      |          |       |                     |     |                               |                        | No Attendance<br>Drop _____ Withdraw _____<br>LDA _____ |
|      |          |       |                     |     |                               |                        | No Attendance<br>Drop _____ Withdraw _____<br>LDA _____ |

New Enrollment \_\_\_\_\_ hours (*after* changes are made)

\_\_\_\_\_ Initial here if you are dropping all courses in the current module\* but plan to remain enrolled in courses in the following module of this term.

\*A module is a unit of time that fits within the term. *Example:* eight-week courses within a 16-week term.

\_\_\_\_\_  
Student's Signature (required by all)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature (required by all)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Signature (required if going over 18 hours)

\_\_\_\_\_  
Date

(Dr. Stahle in PENN 221)

\_\_\_\_\_  
Financial Aid's Signature (required if dropping under 12 hours)

\_\_\_\_\_  
Date

(PAC 204)

FORM WILL NOT BE ACCEPTED BY REGISTRAR WITHOUT THE REQUIRED SIGNATURES.