William Penn University
Change of Registration (Course Add/Drop)

Name (please print)_____ ID No._____

Semester_____ Date_____ Phone_____

*Are you on an **NAIA team** ?*

Yes _____ No_____ X

Please speak to Registrar's Office to **check future eligibility** if you are dropping any courses.

_____
Eligibility Checked-Registrar Initial

Directions: List all changes in registration. **Obtain appropriate signatures.** Submit to the Registrar's Office.

Present Enrollment [   ] hours (*before* any changes made)

	Course	Sect	Course Title	Hrs	*Mod or Full term course?	Instructor's Signature	Attendance
EX.	*LDRS 100*	*06*	*College Foundations*	*2*	*M / F*	*Required*	*Completed by Instructor for Drops*
DROP							NO ATTENDANCE / DROP / WITHDRAW LDA_____
							NO ATTENDANCE / DROP / WITHDRAW LDA_____
							NO ATTENDANCE / DROP / WITHDRAW LDA_____
ADD							

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 Hrs)   **Date**   *(Dr. Stahle in PENN 221)*

_____   _____
Financial Aid's Signature (required if dropping under 12 hours)   Date

Form will not be accepted by Registrar without required signatures.