



**LOYOLA**

UNIVERSITY MARYLAND

Office of the Registrar

4501 N. Charles Street

Baltimore, MD 21210-2699

# Undergraduate Change of Registration Form

Student ID #:	Student Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Student Athlete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sixth Course: <input type="checkbox"/> Yes <input type="checkbox"/> No	VA Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name:	First Name:	M.I.:	Student Mobile Phone:	
Major:	Specialization/Concentration:	Minor:	Expected Graduation Date:	
Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other _____	Year:			

### - Important -

- Except as otherwise noted in the individual program descriptions, all financial aid awards require that you be continuously enrolled on a full-time basis (minimum 12.0 credits per term). You must notify the Office of Financial Aid if you fail to register for the required number of credits for any term in which you are receiving aid. If you are considering withdrawing from a course, you should first contact the Office of Financial Aid to determine what effect such action may have on your financial aid eligibility.
- Before 11:59pm on the fifth day of class during the fall or spring semester, a full-time student may drop course without receiving a grade of W. After this period, but no later than published withdrawal deadline on the academic calendar for that fall or spring semester, a student may withdraw from a course (receiving a grade of W). For summer session courses, the withdrawal deadlines will be published on the Office of Registrar website and will be based on the length of the course. The course withdrawal must be approved by the instructor of the course and submitted to the Academic Advising and Support Center for final approval. Students are encouraged to seek the advice of the instructor of the course and their faculty advisor before deciding to withdraw from a course. During the final two class days of the withdrawal period, the Academic Advising Support Center may approve a course withdrawal without the signature of the course instructor. For summer courses, only the approval of Academic Advising and Support Center is needed. Intercollegiate athletes must also obtain approval from an administrator from Student Athlete Support Services. International students must obtain approval from the Office of International Support Services. Failure to comply with the official withdrawal procedure will result in a permanent grade of F or AW (for audit registration students only).
- Form must be signed or approval emails attached in the following order when all signatures are required: **First** – Instructor or Academic Advisor; **Second** – Athletic Advisor; **Third** – International Advisor.
- Form must be returned to the Academic Advising and Support Center (Maryland Hall 138) for processing by the withdrawal date listed on the Records Office website. Failure to do so will result in a final grade of "F" on the student's permanent record.
- **Course Status Key:** C = Credit; P = Pass/No Credit; L = Audit; I = Independent Study, Private Study, Internship (must be accompanied by Specialized Study Form); R = Repeat/Replacement (must be accompanied by Repeat/Replacement Form) \*
- Students must check **Self-Service Calendar (allow 3 business days)** to confirm changes and report discrepancies immediately to [aasc@loyola.edu](mailto:aasc@loyola.edu).

### DROP

Dept.	Crse. #	Sec. #	Course Title	Credits	Instructor's Signature/Email Approval	Select Status (C P L I R*)
						Credit
						Credit
						Credit
						Credit
						Credit
						Credit

### ADD

Dept.	Crse. #	Sec. #	Course Title	Credits	Instructor's Signature/Email Approval (required for audits/written permissions)	Select Status (C P L I R*)
						Credit
						Credit
						Credit
						Credit
						Credit
						Credit

Student's Signature (required)	Date
Academic Advisor's Signature or attach email approval	Date
Athletic Advisor's Signature or attach email approval (required if student athlete)	Date
International Advisor's Signature or attach email approval (required if international student)	Date
Academic Advising and Support Center Signature or approval (to be applied after submission)	Date

**For billing information, visit [www.loyola.edu/department/financial-services/student-accounts](http://www.loyola.edu/department/financial-services/student-accounts).**