

# Registration Changes and Withdrawal Form

Student Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Student ID: \_\_\_\_\_ Term: Fall  Spring  Summer  Year: 20\_\_\_\_

This form is used to request registration changes after online access to add and drop has passed. You may also use this form to request an enrollment override. Only complete forms will be processed.

- Registration changes: Adds, Drops, Withdrawals, and Wait listing
- Enrollment Overrides: Prerequisite and co-requisite waivers, term overloads, and add, drop, withdrawal deadline waivers

### Instructions for Students

- 1) Fill in your name, ID number, and then indicate which semester you are requesting a registration change or override in. If you wish to make changes to more than one semester/term please use a separate form for each semester/term.
- 2) Indicate if you want to add or drop and then enter all course information requested. If you are requesting an instructor waiver/ override, indicate what type you are requesting.
- 3) Answer the questions below the table and sign the form. You are responsible for obtaining all required signatures. See the other side of this form for which signatures are required for your request.

**\*DROPS/WITHDRAWALS ONLY: Have you applied for Financial Aid (grants, loans, scholarships)?** YES  NO  If YES, you must complete Page 3 and submit it to [StudentSolutions@untdallas.edu](mailto:StudentSolutions@untdallas.edu) for review.

Once your form has been signed by Student Solutions, the Registrar's Office will proceed to process your request.

Add	Drop	Subject	Course Number	Section Number	Class Number	Waitlist if course full?	Are you requesting an enrollment override/waiver? If so, indicate what type of override/waiver below.			Instructor Signature for Override/ Authorization
✓		EX:MGM	EX:3720	EX:003	EX:1428	EX: Yes	Requisite <input type="checkbox"/>	4 <sup>th</sup> Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 <sup>th</sup> Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 <sup>th</sup> Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 <sup>th</sup> Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 <sup>th</sup> Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 <sup>th</sup> Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 <sup>th</sup> Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 <sup>th</sup> Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	

Are you requesting a term overload? YES  NO  If you checked YES you must obtain Academic Dean Signature.

Are you dropping all of your classes for this term/semester? YES  NO  If you checked YES please provide a reason: \_\_\_\_\_

### By signing below you acknowledge the following:

*I understand it is my responsibility to withdraw from courses for which I am registered and do not attend, and it is my responsibility to read and understand the deadlines and policies for refunds and dropping classes according to the UNT Dallas Catalog. I further understand and agree that payment for tuition and fees is due by the published date to avoid cancellation of my classes and that any refund will be based on the refund schedule set forth in the Catalog. I understand my decision to drop courses may have the potential to affect my current and future financial aid eligibility.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Financial Aid Signature** - By Signing below the financial aid representative acknowledges the Office of Financial Aid has been made aware of the above indicated student's schedule change and will indicate whether a credit hold is required.

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

**Academic Advising Signature** - By signing below the academic advisor authorizes either a) the student to drop the developmental courses listed above or b) the graduating senior to drop the courses listed above.

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

**Academic Dean Signature** - By signing below the Academic Dean authorizes the above indicated student to a) drop/withdraw after the deadline, b) add a class/classes after the census day, or c) overload their schedule for the term. **Note** - Signing below for adding classes after the census day also constitutes acknowledgement by the Academic Dean that the University will not receive funding for this student in that course.

Print \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

## Required Signatures

### Adding

Through fourth day of term

1. Student

After fourth day of term

1. student,
2. Instructor – for each class

After the census day

1. Student
2. Instructor
3. Academic Dean

### Drop before the census day

1. Student
2. Financial Aid
3. \*Only for developmental courses or graduating seniors\*  
Academic Advising

### Drop before the last day to drop

1. Student
2. Financial Aid
3. \*Only for developmental courses or graduating seniors\*  
Academic Advising
4. Instructor – for each class

### Drop after the last day to drop

1. Student
2. Financial Aid
3. \*Only for developmental courses or graduating seniors\*  
Academic Advising
4. Instructor – for each class
5. Academic Dean

### Drop all of your classes for a term.

Before the last day for Withdrawals

1. Student

After the last day term withdrawals

1. Student
2. Financial Aid
3. Academic Dean

### Prerequisite and Co-requisite Waivers

1. Student
2. Instructor

After the census day

1. Student
2. Instructor
3. Academic Dean

### Term overloads

- 1) Student
- 2) Academic Dean

### Instructions for Financial Aid

- 1) Sign the form. Indicate to the side of your signature whether a credit/refund hold should be placed on the student's account while financial aid is reviewed.
- 2) Return the form to the student

### Instructions for Academic Advising

- 1) Sign the form if a) the student is approved to drop the developmental courses listed on the form or b) the graduating student is approved to make changes to their schedule.
- 2) Return the form to the student

### Instructions for Instructors

- 1) Sign next to the class you are the instructor for. By signing you are approving the student to add the class after the fourth day of the term, to drop the class after the census day, or to enroll in the class despite not having completed the prerequisite class or being concurrently enrolled in the co-requisite class.
- 2) Return the form to the student

### Instructions for Academic Deans

- 1) Sign the form if the student is approved to add classes after the census day, drop classes after the deadline, or overload their schedule for the term.
- 2) Return the form to the student.

Student contacts Registrar's Office for Schedule Change



Registrar's Office advises student on schedule change process



Student obtains required signatures



Student returns form to Registrar's Office

## Contact Information

### Office of the Registrar

Email: [registrar@untdallas.edu](mailto:registrar@untdallas.edu)

Phone: 972-780-3664

Location: Student Center - Student Solutions Center

### Academic Advising

Email: [advising@untdallas.edu](mailto:advising@untdallas.edu)

Phone: 972-338-1645

Location: Student Center – Student Solutions Center

### Financial Aid

Email: [financialaid@untdallas.edu](mailto:financialaid@untdallas.edu)

Phone: 972-780-3662

Location: Student Center – Student Solutions Center

### School of Business

Phone: 972-780-3668

Location: Founder's Hall 309

### School of Education

Phone: 972-338-1503

Location: DAL1 241

### School of Human Services

Phone: 972-338-1345

Location: DAL1 Suite 105

### School of Liberal Arts and Sciences

Phone: 972-338-1501

Location: Founder's Hall 200



## 2021-2022 Withdrawal Request

### SECTION A: STUDENT INFORMATION

Name: \_\_\_\_\_ UNTD Assigned ID: \_\_\_\_\_ SSN (last 4 digits only): \_\_\_\_\_

### SECTION B: WITHDRAWAL INFORMATION

Financial aid recipients must notify our office of their withdrawal by submitting this Financial Aid Withdrawal form. Failure to complete this form accurately and completely could directly affect your financial aid eligibility.

**Completion of this form does not officially withdraw you from classes.** If you have not done so already, you **must** contact the Registrar's Office to finalize your withdrawal. A financial aid representative will not sign the Registration form until this form has been submitted back to our office.

**Please select which term you are withdrawing from:**

Fall 2021    Spring 2022

**Are you completely withdrawing from the specified term?** Yes  No

If you answered "No", how many hours will you remain enrolled in? \_\_\_\_\_ (place your remaining number of hours here, minus the hours you are withdrawing from).

**If you are completely withdrawing from all courses within the specified term, do you plan to enroll in a different session(s) within the specified term? If so, please indicate which session(s) within the specified term you plan to do so (example: You are withdrawing from all regular session (full-term) classes, but plan to enroll in courses during the 8 week 2 session.):**

Regular Session (full-term session)    8 week 1 session    8 week 2 session

**Please select the session(s) for the course(s) you are withdrawing from:**

Regular Session (full-term session)    8 week 1 session    8 week 2 session

**Did you attend the class within the specified term in which you are withdrawing from?** Yes  No

**\*Note:** It is possible you will owe a repayment of unearned financial aid funds to UNTD if you withdraw. Federal regulations require post-secondary institutions to calculate the amount of Title IV (Federal) aid that might be permitted to remain applied to your student account. The calculation is based on the following:

- Date of withdrawal
- Tuition and Fee charges
- The total amount of Federal Title IV aid eligibility
- Room and Board charges, if applicable
- Class attendance

After UNTD personnel applies the federally mandated calculation, any unearned Federal Title IV funds (aid) will be returned to the programs from which the money was paid to you (or your parent). Please visit our website for additional information pertaining to withdrawals and SAP.

### SECTION C: CERTIFICATION

I certify that all the information contained on this form is complete and correct. I understand that I must sign and return this form for my financial aid to be processed.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this completed form with any required documentation to:**

Student Financial Aid & Scholarships|University of North Texas at Dallas|7350 University Hills Blvd., Dallas, TX 75241  
or fax to (972) 338-1799 or save and attach as PDF and email to [StudentSolutions@untdallas.edu](mailto:StudentSolutions@untdallas.edu)