

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. 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:MGMT	EX:3720	EX:003	EX:1428	EX: Yes	Requisite <input type="checkbox"/>	4 th Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 th Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 th Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 th Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 th Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 th Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 th Class Day <input type="checkbox"/>	Allow Drop <input type="checkbox"/>	
							Requisite <input type="checkbox"/>	4 th 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 _____

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 acknowledgment by the Academic Dean that the University will not receive funding for this student in that course.

Print _____ Sign _____ Date _____

Student Solutions Signature - By signing below the student solutions 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 _____

Required Signatures ([Academic Calendar](#))

Adding	Drop before the census day	Drop before the last day to drop	Drop after the last day to drop	Drop all of your classes for a term.	Prerequisite and Co-requisite Waivers
Through fourth day of term 1. Student	1. Student 2. Academic Advising -	1. Student 2. Academic Advising -	1. Student 2. Academic Advising	Before the last day for Withdrawals 1. Student	1. Student 2. Instructor
After fourth day of term 1. Student, 2. Instructor – for each class	*Only for developmental courses or graduating seniors	*Only for developmental courses or graduating seniors	*Only for developmental courses or graduating seniors*	After the last day term withdrawals 1. Student 2. Academic Dean 3. Student Solutions	After the census day 1. Student 2. Instructor 3. Academic Dean
After the census day 1. Student 2. Instructor 3. Academic Dean	3. Student Solutions	3. Instructor – for each class 4. Student Solutions	3. Instructor – for each class 4. Academic Dean 5. Student Solutions		Term overloads 1. Student 2. Academic Dean

Departmental Instructions

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. If the student submits the form for another request, the advisor signature is still required, but is considered consultative.
- 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.

Instructions for Student Solutions

- 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.

Student contacts Registrar's Office for Schedule Change



Registrar's Office advises student on schedule change process



Student obtains required signatures



Student submits form to Student Solutions

Contact Information

Office of the Registrar

Email: registrar@untdallas.edu

Phone: 972-780-3664

Location: Student Center - Student Solutions Center

Academic Advising

Email: advising@untdallas.edu

Phone: 972-338-1645

Location: Student Center – Student Solutions Center

Student Solutions

Email: studentsolutions@untdallas.edu

Phone: 972-338-1329

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 Behavioral Health and 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

2022-2023 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 2022 Spring 2023

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:** _____