### Registration / Change of Registration

Print Clearly or Enter Fields Electronically to Ensure Accurate Entry

| Name: __________________________ | College: **SP**  
<table>
<thead>
<tr>
<th>(Last, First, Middle Initial)</th>
<th>(AH, AS, BA, etc.)</th>
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</table>
| Student ID Number: __ __ __ __ __ ___ | Term: ____________  
| (Banner ID)                      |                   |

#### Course Changes

<table>
<thead>
<tr>
<th>Add / Drop</th>
<th>CRN</th>
<th>Subject Code</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Credit Hours</th>
<th>Special Grading</th>
<th>Approval Signatures</th>
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</thead>
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#### Withdrawal for Semester

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<tr>
<th>Is this a withdrawal from the semester?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did the Student Attend?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Last Attendance Date:</td>
<td>Date: __ __ / __ __ / __ __ __ __</td>
<td></td>
</tr>
</tbody>
</table>

#### Dean’s Office Use Only

<table>
<thead>
<tr>
<th>Effective Date of Change</th>
<th>Dean’s Signature: _____________________________</th>
<th>Date: __ __ / __ __ / __ __ __ __</th>
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</thead>
</table>

### Instructions

For academic deadlines please refer to the [Academic Calendar website](#).

The registration rules below pertain to **Fall** and **Spring** Semesters only:

- During the 1st 2 weeks of the semester changes can be made in Banner, under Tools in MySLU.
- After 2nd week: Drops with Ws can be made in Banner. The form and signatures are required for any other changes.
- Note in the calendar the last day to drop a course.
- Undergraduate Students: Dropping below 12 hours, full time student status, may affect financial aid, insurance and housing. Please see the Finance Office (Padre Arrupe Hall) regarding the effects this may have on your financial benefits.

**Effective Date of Change**

Date: __ __ / __ __ / __ __ __ __

Dean’s Signature: _____________________________

| Student: __________________________ | Date: __ __ / __ __ / __ __ __ __ |
| Advisor: __________________________ | Date: __ __ / __ __ / __ __ __ __ |

If your registration was dropped for non-payment Student Financial Services must also sign this form.

SFS Signature: _____________________________
Instructions

This form is used for registration or to add and drop courses from your schedule after the initial registration has been processed. Once the form is completed, with appropriate signatures, bring it to the Office of the Registrar.

Students:
Complete the first block of the form, Student Information.
- Student ID  Your 9 digit student ID number
Complete the second block of the form, Course Changes. Please remember to include:
- Add/Drop: Is this an add or drop from your registration?
- Special Grading: Is this a special grading registration such as Audit?
Sign and Date the form at the bottom.

Advisors:
Enter any comments if desired.
- If this is a withdraw from the semester (dropping to 0 (zero) credit hours) indicate the last date of attendance / participation.
- Obtain Dean’s signature if required.
- Sign and date form at the bottom.

Dean’s Offices:
Enter any comments if desired
- If this is a withdraw from the semester (dropping to 0 (zero) credit hours) indicate the last date of attendance and/or participation
- Sign and date form in the box labeled “Dean’s Office Only”.
- Please be sure that your effective date is appropriate for your desired change

Form availability:
- This form is available online at Registrar’s website. Click on forms and on Registration/Change of Registration form.
- All but the signature fields may be completed electronically. By completing the form electronically you ensure the accurate entry of your change.
- As always, please do not hesitate to contact us if you have any questions regarding this process. Our contact information is on the right side of this page.

Contact Information for the Office of the Registrar, SLU Madrid Campus:

Office of the Registrar
Saint Louis University, Madrid Campus
Avenida del Valle 34
28003 Madrid, Spain
Fax: +34 (91) 554 6202
Phone: +34 (91) 554 5858, ext. 277
E-mail: registrar-madrid@slu.edu