



**SAINT LOUIS  
UNIVERSITY**

# Registration / Change of Registration

*Print Clearly or Enter Fields Electronically to Ensure Accurate Entry*

Office of the University Registrar  
DuBourg Hall, Room 22  
One Grand Boulevard  
Saint Louis, MO 63103  
Phone: (314) 977 2269  
Fax: (314) 977 3447

Name: \_\_\_\_\_ College: \_\_\_\_\_  
*(Last, First, Middle Initial) (AH, AS, BA, etc.)*

Student ID Number: \_\_\_\_\_ Term: \_\_\_\_\_  
*(Banner ID)*

## Instructions

For modification deadlines regarding the **Summer** sessions please refer to the summer sessions website: [www.slu.edu/summer](http://www.slu.edu/summer)

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

During the 1st week of the semester changes can be made via [myslu](http://myslu)

After the 1st week of the semester, bring this completed form to the Office of the Registrar, DuBourg Hall, Rm 22, with the signatures indicated below

### After 1st week

Dropping requires Advisor's Signature  
Adding requires Advisor, Instructor, and Dean Signatures

### After 2nd week

Dropping a course will be reflected by a "W" on your transcript

The last day to drop a course is the end of the 10th week of the semester

### International Students:

verify with the International Center prior to dropping a course in DuBourg Hall, Rm 151

### Undergraduate Students:

Dropping below 12 hours, full time student status, may affect financial aid, insurance and housing. Please see the Office of Student Financial Services regarding the affects this may have on your financial benefits, DuBourg Hall, Rm 121.

### Pre-Law & Pre-Professional Health Scholars:

Dropping a course with a "W" may disqualify you from these programs.

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

SFS Signature: \_\_\_\_\_

## Course Changes

Add / Drop	CRN	Subject Code	Course Number	Section Number	Credit Hours	Special Grading	Approval Signatures

Hours Before Change: \_\_\_\_\_  
Hours After Change: \_\_\_\_\_

**Withdrawal for Semester**  
Advisor or Dean's Use Only

### **Dean's Office Use Only**

## Comments:

Is this a withdrawal from the semester?

Yes                      No

Did the Student Attend?

Yes                      No

Last Attendance Date:

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Effective Date of Change

\_\_\_ / \_\_\_ / \_\_\_\_\_

Dean's Signature:

\_\_\_\_\_  
Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

## Signatures:

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor: \_\_\_\_\_

Date: \_\_\_\_\_

## 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.

- College Your college or School within the University  
*Ex. A&S, BA, AH, PK, etc.*
- 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?
- Approval Signature: If you are registering for a closed class or after the 1st week of the semester you will need the instructor's signature.

Sign and Date the form at the bottom.

Bring it to your instructor(s), advisor, dean's office, and/or Student Financial Services if required.

Signature requirements are specified under "Instructions" on the front side of form.

### **Form availability:**

- This form is available online at <http://registrar.slu.edu> and click on [add/drop](#) on the home page.
- 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.

### **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

### **Contact Information for the Office of the University Registrar:**

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E-mail: [registrar@slu.edu](mailto:registrar@slu.edu)