**Registration / Change of Registration**

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

<table>
<thead>
<tr>
<th>Name: _______________________________</th>
<th>College: ________________</th>
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<tbody>
<tr>
<td>Student ID Number: __ __ __ __ __ __ __</td>
<td>Term: ________________</td>
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<tr>
<td>(Last, First, Middle Initial)</td>
<td>(AH, AS, BA, etc.)</td>
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**Course Changes**

<table>
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<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 Signs</th>
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**Withdrawal for Semester**

Advisor or Dean's Use Only

Is this a withdrawal from the semester?

Yes  No

Did the Student Attend?

Yes  No

Last Attendance Date:

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

**Dean's Office Use Only**

Effective Date of Change

__ __ / __ __ / __ __ __ __

Dean's Signature:

___________________________

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

**Comments:**

**Signatures:**

Student: _______________________________  Date: __ __ / __ __ / __ __ __ __

Advisor: _______________________________  Date: __ __ / __ __ / __ __ __ __

SFS Signature: _________________________

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

**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

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 Des Peres Rm 102

**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.
**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.

**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 [http://registrar.slu.edu](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.

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

Saint Louis University  
Office of the University Registrar  
DuBourg Hall, Room 22  
One Grand Boulevard  
St. Louis, MO 63103

Fax: (314) 977 - 3447  
Phone: (314) 977 - 2269  
E-mail: registrar@slu.edu