

# UNIVERSITY OF THE WEST



# REGISTRATION & ADD/DROP

All students use this form to register for classes and to change their schedules prior to the add/drop deadline EXCEPT those enrolled in IEP.  
 IEP students use the IEP Registration Form provided by ELI to register for classes. IEP students use this form if making changes to their schedules once registered.  
 All students must use a Course Withdrawal form to drop classes after the add/drop deadline.

TERM \_\_\_\_\_ Student Name: \_\_\_\_\_ SID: \_\_\_\_\_  
 \_\_\_\_\_ UWest Email: \_\_\_\_\_ Date: \_\_\_\_\_ International Student YES NO

REGISTRATION & ADD List classes being ADDED to schedule				UNITS SCHEDULED PRIOR TO CHANGE		
Code	Title	OPTIONAL: Alternative Grade* AUDIT or P/NP	Day	Time	Units	Advisor Comments
TOTAL UNITS ADDED						

DROP List classes being REMOVED from schedule						
Code	Title	Day	Time	Units	Advisor Comments	
TOTAL UNITS DROPPED						
TOTAL UNITS SCHEDULED						

**APPROVALS** Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

**PROCESSING** Registrar's Office Processed By \_\_\_\_\_ Date \_\_\_\_\_ Comments \_\_\_\_\_

# DEGREE STUDENTS: CONTINUING STUDENT REGISTRATION INFO

## KNOW YOUR DEADLINES

You are responsible for understanding and meeting all registration, add/drop, and payment deadlines posted on the academic calendar. The calendar is available on the UWest website, in the current catalog, and posted around campus.

## REGISTRATION APPROVAL

Undergraduates: Academic Advisor  
Graduates: Program Advisor/Department Chair

Prerequisite waivers require instructor and chair/program advisor approval.

Any other exceptions must be approved by CAO and Chair.

## ARE YOU GRADUATING?

Petition to Graduate and Graduation fee are due when you register for your final term.

Submit approved Petition to Graduate with registration form.

## F-1 STUDENTS

Full time required fall and spring semesters

Undergraduate	12 units
Graduate	9 units
IEP	20 hours

Requesting an exception?  
Meet with International Student Advisor *before* registering.

## SCHEDULE YOUR CLASSES

*On Time Registration*  
Enter approved schedule through Student Portal or submit registration form to Registrar's Office.

*Late Registration*  
Submit form to Registrar's Office.

## PASS/NO PASS & AUDIT

See advisor or chair for approval.

Pass/No Pass not available for all courses.

Audit courses are not graded and do not count towards graduation.

## PAYMENT & FUNDING ARRANGEMENTS

You need to know how many units you are funded to take before you select courses. See Financial Aid if you do not know.

## CHANGING YOUR SCHEDULE

Submit approved Add/Drop to Registrar's Office.

Fall/Spring Deadline: 5 pm Friday, Week 2  
Summer Deadline: 5 pm Friday, Week 1

## LATE FEES

Due if you register or pay after the posted deadline.

Late Registration Fee = \$ 50  
Late Payment Fee = \$ 100