

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: _____
 Signature: _____ 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				UNITS SCHEDULED PRIOR TO CHANGE	
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.

You are responsible for tuition and fees for all courses requested on your registration form.

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