

Last Name:	First Name:	Student ID #:	TERM (check one): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	ATTENTION STUDENTS: Students are responsible for any impact these changes may have on financial aid, payment amount due, eligibility for graduation, GPA , etc. Students with questions should consult with the Financial Aid Office and/or their adviser. It is the student's responsibility to process this form in Simmons Hall. All registration adds must be processed as of the end of business on the 15 th day of the term.
Student Signature:		Date:	CAREER (check one): <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law	

ADD CLASSES: Approval required to ADD: (see reverse side for details)
Fall/Spring – Beginning the 8th day of the term: (1) Instructor, (2) Adviser, (3) Dean
Summer – See www.uakron.edu/registrar/Dates.php under Add/Drop Course Dates
All added courses must be processed as of the end of business on the 15th day of the term

Class Number (Required)	Course No. (Subject #)(Catalog #)(Sec. #) (Required)	Course Title	Credit Hours	Special Grading Option (CR/NC or Audit)	Beginning/Ending Dates	Instructor/Dept. Designee's Signature (as required -- see reverse side for details)	Reason for Override **	Date
75201	3400 492 001	Honors Project					1	

Adviser: _____ Date: _____ Must be processed by: _____
 Dean(s): _____ Date: _____

DROP CLASSES: Approval required to WITHDRAW: **Fall/Spring** – Beginning 16th day through the midpoint of the term: (1) Adviser
 After the midpoint of the term through the 12th week of the term: (1) Instructor and (2) Adviser
Summer – See www.uakron.edu/registrar/Dates.php under Add/Drop Course Dates

Class Number (Required)	Course No. (Subject #) (Catalog #) (Sec. #) (Required)	Course Title	Instructor/Dept. Designee's Signature (as required -- see reverse side for details)	Date
75201	3400 492 001	Honors Project		

Adviser: _____ Date: _____ Must be processed by: _____
 Dean(s): _____ Date: _____

****Use override codes when necessary in above box**

- 1 Class is full** – Instructor/Dept. Designee signature
- 2 Prerequisites have not been met/are not required** - Adviser or Chairperson signature where course resides
- 3 Department consent** - Chairperson or Dean signature where course resides

The University of Akron
Office of the University Registrar

www.uakron.edu/registrar

Registrar@uakron.edu
Phone: 330-972-8300
Fax: 330-972-6097

OFFICE USE ONLY

Processed by _____ Date _____

INSTRUCTIONS

By signing this form, the student indicates that he/she is responsible for any additional charges caused by a changed schedule.

TO ADD COURSES:

- **Mid-Semester Courses:** Mid-semester courses may be added without signatures up to the first day of the course if seats are available.
- **Fall/Spring:** Beginning with the 8th day of the term, students must secure authorizing signatures in the following order: (1) Course Instructor; (2) Student's Adviser; (3) Student's College Dean. All added courses must be processed as of the end of business on the 15th day of the term.
- **Summer:** See www.uakron.edu/registrar/Dates.php under Add/Drop Course Dates.
- Students who have not registered by the listed deadline may not attend classes to receive credit for the course(s).

TO DROP COURSES:

- **Fall/Spring:** Approval to withdraw from courses is needed:
 - Beginning the 16th day of the term through the midpoint of the term:
 - Adviser
 - Beginning at the midpoint of the term through the end of the 12th week of the term:
 - Instructor
 - Adviser
 - Students may not withdraw from courses after the end of the 12th week of the term.
- **Summer:** See www.uakron.edu/registrar/Dates.php under Add/Drop Course Dates.