

See reverse side for Registration Policies & Regulations

Please clearly print all information.

Student Name _____	Student ID# _____
Anticipated Graduation Date: JAN MAY AUG DEC 20 _____	Year Entered Taylor/Catalog Year: _____
Major(s): _____	Minor(s): _____ Degree: AA BA BM BS
NAIA Athlete? YES NO Sport(s) _____	
Student Signature _____	Date _____
<i>I agree to comply with the academic and registration regulations as stated in the catalog and on the reverse side of this registration request.</i>	

Enrollment Term

Fall 20 _____
 Interterm 20 _____
 Spring 20 _____
 Summer 20 _____

ADD	DROP
CRN — Prefix # — Title	CRN — Prefix # — Title
Credit Hours	Credit Hours

Registration overrides for course capacity, major, class, instructor permission, or time conflict, etc. *(if applicable)* must be entered in TOWER by the instructor of record before schedule adjustments can be finalized.

An override does not automatically register you for a course; it is the instructor's permission for you to enroll in the class. Students are solely responsible for registering their courses.

Total Hours after Registration Change: _____

Schedule Adjustment Completed by: _____

Approval Signatures ➔ *Not all registration changes require approval signatures. Contact the Registrar's Office for specific instructions.*

Academic Advisor _____	Date _____
<i>If Applicable</i>	
Instructor _____	Date _____
<i>If Applicable</i>	
Bursar _____	Date _____
<i>If Applicable</i>	
Registrar _____	Date _____
<i>If Applicable</i>	

Schedule Adjustments

The student is solely responsible for each course in which he or she registers and for notifying his or her advisor of any registration changes.

Courses may be added during the first week of classes (first five class days of fall/spring semesters); however, each class missed that week counts as an unexcused absence. After the first week of classes, no additional coursework may be added or changed. Courses may be dropped during the first five class days via TOWER (if enabled); if TOWER is disabled, students must initiate registration changes through the Office of the Registrar. Specific add/drop deadlines apply to summer, 1st half-term and 2nd half-term courses; refer to the academic calendar for the respective term.

After the first week of classes (first five class days of fall/spring semesters), withdrawing from a course requires submission of a course withdrawal form available from the Office of the Registrar. It is the student's responsibility to formally withdraw from courses. Discontinuance of attendance does not automatically constitute withdrawal from a course. Students failing to file proper withdrawal forms by the appropriate deadline must complete classes for which they are registered or receive a grade of F. Withdrawing from courses during the second and third weeks of the term appears on the student's transcript with a grade of withdrawn (W). Students withdrawing from a course after this period and up to one week after midterm receive either a grade of withdrawn/passing (WP) or withdrawn/failing (WF). When a student withdraws from a course later than one week beyond midterm, the grade is automatically WF. The effect of WF on the GPA carries the same weight as that of a full-term failing grade. Course withdrawals are not permitted during the week of final exams.

DROP FROM FULL- TO PART-TIME HOURS

A full refund will be given to students dropping from full-time to part-time by the last date to drop a class without a transcript entry. There is no refund for dropped hours after this date as outlined in the academic calendar.

DROP OF OVERLOAD/AUDIT HOURS

After the last day to drop a class without a transcript entry, students registered for 18 hours or more will not have the amount of their fees reduced if they withdraw from a course (including private lessons, ensembles and audit). If the original enrollment is 17 credit hours, an additional tuition fee will be assessed per hour when withdrawing from a course and adding a 2nd half-term course(s). Students are solely responsible for adhering to the registration deadlines outlined in the academic calendar, catalog, and schedule of classes.

Repeat Registration

A student may repeat any course at Taylor University. All attempts in a course are reflected on the student's transcript; the cumulative GPA will reflect the most recent grade in the repeated course, even if the new grade is lower than the original attempt. Grades of W (withdrawn), WP (withdrawn/passing), or AUD (audit) will not replace previously earned grades of A-F, WF (withdrawn/failing), or NC (no credit) in the GPA calculation. Duplicate credit hours are not awarded when repeating a course.

Special Registration

Registration for the following courses requires special registration forms: Audit, Pass/Fail, Practicum; Independent Study; Internship; Tutorial; Directed Research; Selected Topics (unless otherwise noted); and Departmental Honors. Registration forms are available online at <http://www.taylor.edu/academics/registrar/forms.shtml>. Completed forms must be pre-approved with the appropriate signatures before submission to the Registrar for evaluation and registration.

Academic Regulations

Regulations regarding academic policies and registration are available at <http://www.taylor.edu/academics/registrar/policies.shtml>. Additional information may be obtained from the Office of the Registrar.

Office of the Registrar 8/21/2009