



Add/Drop—Registration Change

See reverse side for Registration Policies & Regulations

Please clearly print all information.

Student Name _____ Student ID# _____

NAIA Athlete? YES NO Sport(s) _____ Veterans Affairs Benefits Eligible? NO YES

I agree to comply with the academic and registration regulations as stated in the catalog and on the reverse side of this registration request.

Student Signature _____ Date _____

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** _____
If Applicable

Instructor _____ **Date** _____
If Applicable

Schedule Adjustments

Students are solely responsible for each course in which they register and for notifying their advisors of any schedule adjustments. Students must verify their official schedules prior to the first day of classes and the last day to drop/add courses to confirm their registration. Students are not authorized to attend classes for which they are not officially enrolled.

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 the registration app, *if enabled*; if disabled, students must initiate registration changes through the Office of the Registrar. Specific add/drop deadlines apply to Summer, Interterm, and partial-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 an automatic grade of F. Withdrawing from courses during the second and third weeks of the semester 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.

The official process of withdrawing from a course (*after the last day to drop a class without a transcript entry*) begins in the Registrar's Office; notifying instructors and advisors of intent to withdraw from a course does not automatically constitute course withdrawal. Students are solely responsible for formally withdrawing from a course. Neither failure to pay nor failure to attend will automatically remove a student from a course. Students failing to properly withdraw from a course risk owing the University all tuition and fees, repayment of financial aid, and failing grades in those courses.

Taylor University Online students should follow the above procedures, but contact the TUO office to begin the process rather than the Registrar's Office, and should review the withdraw dates and grades for TUO students.

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. Contact the Office of Student Accounts for further details on refund policies.

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 their fees reduced if they withdraw from a course (including private lessons, ensembles, and audit). Students are solely responsible for adhering to the registration deadlines outlined in the academic calendar, registration procedures, and catalog. Contact the Office of Student Accounts for details on refund policies.

Repeat Registration

Any course may be repeated at Taylor University. All attempts in a course are reflected on the student's academic transcript; the cumulative GPA will include the most recent grade* in the repeated course, even if the new grade is lower than the original attempt. Athletes and students receiving financial aid, should inquire about eligibility for repeated courses. *Previously awarded credit hours are excluded when repeating a course.* *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.

Special Registration

Registration for the following courses requires special registration forms: Audit, Departmental Honors, Directed Research, Field Study, Independent Study, Internship, Pass/Fail, Practicum; Selected Topics, TU Online, and Tutorial. 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 <https://www.taylor.edu/docs/offices/registrar/undergrad-catalog/current/policies.pdf>. Additional information may be obtained from the Office of the Registrar.