Registration / Schedule Change Form

(ADD / DROP / WITHDRAW)

This form should be used for either your initial registration or to make any changes to your current schedule. Please complete the following information and take the form to the Admissions and Records Office for processing after obtaining the necessary (or appropriate) approvals. Please see the reverse side for additional information.

Part I

Fall 20 ☐☐ Name _____

Spring 20 ☐☐

Summer 20 ☐☐ ID # _____

Part II ADD - ***Please ADD the following courses to my schedule:***

COURSE NUMBER	DEPT.	NUMBER	SECTION	CREDITS
SAMPLE - 69305	MTH	120	06A	3
			TOTAL CREDITS*	

*19 credits (fall or spring) or more require approval of the Vice President of Academic Affairs; 14 or more in summer.

Part III DROP or WITHDRAW -***Please DROP or WITHDRAW the following courses to my schedule:***

COURSE NUMBER	DEPT.	NUMBER	SECTION	CREDITS

Student's Signature Date

Date Tuition Due

Advisor/Counselor Signature Date

Received/Processed by Date

Academic Dean/Vice President Signature Date

Please retain your copy of this transaction until you have received your final semester grades. It is a student's responsibility to pay all fees on time based on the college schedule. If a student does not pay their tuition on time, they will be dropped from their classes. John Tyler does not mail out billing statements for tuitions/fees. Revised 9/28/06

Additional Instructions for Completing the Form

To Register and/or Add a Course:

1. Complete Part I and Part II.
2. Take the complete form to the Admissions and Records Office (Moyar Hall, Room M101, Chester Campus; Administration Building, Room B106, Midlothian Campus).
3. If you pay in person, please retain your receipt. You may pay online.
4. If you are receiving financial aid, you do not have to obtain a receipt.

To Drop or Withdraw from a Course:

1. Complete Part I and Part III.
2. Take the completed form to the Admissions and Records Office. You cannot withdraw using the online system.

Important Reminders:

1. During the withdraw without academic penalty period, your official withdrawal date is the date the form is received in the Admissions and Records Office.
2. You should keep your copy of all registration/add/drop transactions until you have received your official grade report for the semester.
3. Please submit any address changes to the Admissions and Records Office either in person or in writing.