

CHANGE OF REGISTRATION

ADD/AUDIT/DROP/WITHDRAWAL WITHIN WEEKS 1 TO 6

PROCEDURE

1. Complete all information in SECTION A
2. Complete the information in SECTION B (as needed).
3. Obtain signatures as needed in SECTION C.
4. Submit completed form to the Office of the Registrar, twu.ca/help.

ADMINISTRATIVE FEES

Late Course Add (Current Semester): **\$50**
 Course Add/Drop Previous Semesters: **\$100**

*FOR FULL WITHDRAWALS FROM THE UNIVERSITY, STUDENT NEEDS TO ALSO VISIT STUDENT LIFE.

SECTION A

LAST NAME	FIRST NAME	TWU ID NUMBER
Division (please select one): Undergraduate Graduate ACTS		Semester: _____ <small style="margin-left: 100px;">year</small> Spring Fall Summer
Number of semester hours in which enrolled before changes: _____ ; Number of semester hours in which enrolled after changes: _____		

SECTION B - ADD CREDIT OR AUDIT

COURSE CODE <small>Ex. PSYC 105</small>	SEC. B	SEM. HRS	COURSE TITLE	Instructor	Instructor Signature	Date

OR **DROP** (Weeks 1-2) **WITHDRAWAL** (Weeks 3-6)

*Withdrawals will remain on your academic record (transcript) with an assigned grade of "W".

**Prorated Tuition Refund for Withdrawals: Week 3: 70% refund Week 4: 60% refund Week 5: 50% refund Week 6: 40% refund

COURSE CODE <small>Ex. PSYC 105</small>	SEC. B	SEM. HRS	COURSE TITLE	Instructor	Instructor Signature	Date

Student Signature	Date

SECTION C - SIGNATURES

SIGNATURE required for ADD/DROP/WITHDRAWAL during weeks 1-6		
Academic Advisor Signature	Print Name	Date

SIGNATURE required for WITHDRAWAL during weeks 3-6		
Financial Aid Officer Signature	Print Name	Date

FOR OFFICE OF THE REGISTRAR USE ONLY									
Semester Week:	1 - 2	3	4	5	6	Note: _____			
Date Received: _____	Initials: _____	Date Processed: _____	Initials: _____	Preliminary Charges Ran:					
Tuition Charge/Refund: _____	Late Administration Fee of \$ _____:	Yes	No	MS: _____					