

# Change in Registration Form



Name \_\_\_\_\_ KC ID # \_\_\_\_\_

Reason for requesting a change in registration: \_\_\_\_\_

I understand if I withdraw from courses after the 100 % tuition refund period I am still responsible for the full amount of tuition charged for this course.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Instructions

1. Student must sign the tuition policy above.
2. Withdrawal: Instructor approval must be secured once the course begins, indicating the last date of attendance and the grade earned (WP or WF), based on the day the drop procedure is properly completed. **CROSS OFF UNUSED LINES**
3. Advisor approval must be secured for all course changes.
4. International students must secure signature of either the Director of Admissions or Director of Records.
5. All students must get signature of Financial Aid Office.
6. Academic petition is required to request to take an overload (more than 18 credits in winter or fall term; more than 13 credits in a summer term).

**It is the student's responsibility to obtain ALL required signatures and to submit completed form to the Records Office for processing by the deadline. The change in registration form may not be processed if form is partially completed.**

## Authorization

Secure signatures of officials as listed below.

\_\_\_\_\_  
Academic Advisor (CROSS OFF ALL UNUSED LINES)

\_\_\_\_\_  
International Students: Director of Admissions / Registrar

\_\_\_\_\_  
Financial Aid Counselor / Director of Student Finance

**Term:** Fall Winter Summer (circle one) Year 20 \_\_\_\_

\_\_\_\_\_  
Number of credit hours remaining

**Note:** Please refer to the Financial Aid Satisfactory Progress policy in the *Academic Bulletin* when withdrawing from courses to ensure that you remain in satisfactory academic standing.

## ADD

Course Prefix	Course Number	Section Number	Course Title	Credit	Date	Instructor Signature

## DROP

Course Prefix	Course Number	Section Number	Course Title	Credit	Grade Earned (Circle One)	Date Last Attended	Instructor Signature
					WP WF or W (withdrew during 1 <sup>st</sup> 10 days of term)		
					WP WF or W (withdrew during 1 <sup>st</sup> 10 days of term)		
					WP WF or W (withdrew during 1 <sup>st</sup> 10 days of term)		
					WP WF or W (withdrew during 1 <sup>st</sup> 10 days of term)		
					WP WF or W (withdrew during 1 <sup>st</sup> 10 days of term)		

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Records Office Personnel Signature

\_\_\_\_\_  
Date Processed

## REASONS FOR WITHDRAWAL

### PARTIAL WITHDRAWAL (Add/Drop)

1. Changing sections or adjusting schedule prior to or during the first week of the semester.
  - Reserved course opened up – preferred section
  - Course did not meet expectations
  - Reducing course load, too heavy

### TOTAL WITHDRAWAL

2. Extenuating Circumstances
  - Illness (student, student's family, etc.)
  - Death in the Family
  - Legal
  - Financial Hardship (Fire, Accident, etc.)
3. Financial – Not eligible for Financial Aid or aid does not cover college expenses
4. Work Schedule (course schedule conflicts with work schedule)
5. Failing, will not be able to bring grade up to satisfactory percentage.
6. Time Management: Reduction of heavy course load due to work, family, other obligations
7. Was not admitted into program of choice
8. Satisfaction Level (change of program, etc.)
9. Transferring to another college \_\_\_\_\_
10. Personal/Other: \_\_\_\_\_

Have you discussed your plans with your academic advisor? Program chair?

Please list faculty/staff member whom you have been in contact with concerning your decision to withdraw:

Can you share where you believe the college could make improvements? What could we do better?

### Office Use Only

#### ADMINISTRATIVE WITHDRAWAL – (Please indicate: total withdrawal, program courses only, Other)

- \_\_\_\_ Admissions Revoked (non-disclosure of Academic History)
- \_\_\_\_ Nonattendance (prior to semester deadline to withdraw)
- \_\_\_\_ Student did not meet financial clearance deadline for registration.
- \_\_\_\_ Student Dismissed (Satisfactory Academic Progress (SAP), failure to progress in program, disciplinary)
- \_\_\_\_ Student not eligible to take course(s) at this time (reserved, on-line class, or did not meet required pre-requisite)
- \_\_\_\_ Other \_\_\_\_\_