Registration Adjustment Form

(For Adds, Drops, Withdrawals, and Changes of Grade Option)

Please read these instructions carefully. Specific semester deadlines are included in the Academic Calendar. Students considering Dropping or Withdrawing from a course should also see Johnson State College's Tuition Refund Policy. Both the Academic Calendar and Tuition Refund Policy are included in the JSC's Undergraduate and Graduate Catalogues.

Adding or Dropping a Course: All students may ADD or DROP a course until the end of the 2nd week of the semester by completing sections 1 and 2 of this form and submitting it to the Registrar's Office. Second half semester courses may be added or dropped until the end of the 2^{nd} week of the second half of the semester. If a course is dropped, it will be removed from the student academic record and may result in an adjustment to a student's bill or financial aid. Students are encouraged to contact the Business and Financial Aid offices before DROPPING a course.

Withdrawing from a Course: After the 2nd week of the semester and until the end of the 9th week of the semester, a student may WITHDRAW from a course by completing sections 1 and 2 of this form and submitting it to the Registrar's Office. If a student WITHDRAWS from a course, the course will appear on the transcript with a "W" grade, which will not affect a student's grade point average. In most cases, a WITHDRAWAL from a course does not affect a student's bill or financial aid award. Students WITHDRAWING from all courses will be considered as departing from the college and must complete the Exit Notification Form.

Section 1:							
Date of Request	Student's Name				nt ID#	Birth Mo. and Day/	
		First	M.I	Last			
Phone Number:	Number:Mailing Address:			Academic Major		Advisor's Name	
I am a(n):	Campus Undergrad.	EDP Unde	rgradGra	duate Student	Continuing Ed. Stud	entJump Start Student	
Receive VeterarReceive Financi	for which you are subn i's Benefits? al Aid, including loans? arsity NCAA sports?	YES NO YES NO			rom a course, the Athletic 1	Director or her/his designee must initial	
Section 2:	mester Fall 20	Spring	20	Summer 20			
	s/No Pass, AU= Audite schedule. Instructor's				e start of the semester.	ir academic advisor before making	
A / D / W				G/P-NP-AU	T		
Course/Section		Course	Title # Credits	G/P-NP-AU	Instructor's Name	Instructor's Signature	
	·				_	Advisor's Signature	
A / D / W Course/Secti	 ion #	Course	Title # Credits	G/P-NP-AU	Instructor's Name	Instructor's Signature	
	NG-1052-J02)	course	inte " cicults		instructor 5 runie		
						Advisor's Signature	
For Office Use Only	# Credits		A / D / W				
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