



Office of the Registrar

**Graduate Registration  
Late Add/Drop, Over hours**

Name (Last, First) \_\_\_\_\_

Heidelberg ID # \_\_\_\_\_

Heidelberg Email \_\_\_\_\_

Telephone \_\_\_\_\_

Advisor Name \_\_\_\_\_

\_\_\_\_ Master of Arts in Counseling      \_\_\_\_ Master of Arts in Education

\_\_\_\_ Master of Business Administration      \_\_\_\_ Master of Music Education

\_\_\_\_ Graduate Coursework Only

Registration Info. (Add/Drop)		For complete program withdraw, see OASIS		
	CRN#	Subject/Course (Ex. GSB 511)	Section	Hours
<input type="checkbox"/> Drop <input type="checkbox"/> Add				
<input type="checkbox"/> Drop <input type="checkbox"/> Add				
<input type="checkbox"/> Drop <input type="checkbox"/> Add				
<input type="checkbox"/> Drop <input type="checkbox"/> Add				

- This form is used to register beyond the last day to add, request to enroll into more than 12 hours in one full semester; or, drop beyond the last day to drop. All other registrations are completed online in OASIS.
- Fax to 419-448-2122 or to the appropriate departmental assistant. Email and phone requests to drop classes will not be accepted.
- Course Reference Numbers (CRN's) are obtained in OASIS.
- It is your responsibility to see what was/was not processed from this form. Your OASIS account will reflect changes within 3 business days of receipt.
- Fee refunds (if applicable) will be calculated from the date the form is received in the Office of the Registrar. The fee refund schedule can be found online at Inside/Business Office.
- Courses dropped after the last day to drop will result in a "WF" on the transcript. Academic Calendars by program are available on Inside/Academic Calendars if you are unsure of the last day to drop.

I have read and understand the statements above. I accept responsibility for the courses selected & their applicability toward the university degree requirements. I also accept responsibility for payment of tuition & fees and for understanding the university refund policy. I understand that I am responsible to check my registration via OASIS prior to the first day of classes to ensure accuracy and to be informed of any schedule changes.

\_\_\_\_\_

**Student signature required to process** **Date**

**Approvals**

Late Course Add    Permission of Instructor \_\_\_\_\_    Date \_\_\_\_\_

Approved Program Director \_\_\_\_\_    Date \_\_\_\_\_

More than 12 hrs.    Approved Program Director \_\_\_\_\_    Date \_\_\_\_\_

Late Course Drop

Drop with W    Provost \_\_\_\_\_    Date \_\_\_\_\_