



Office of the Registrar

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

Student ID# _____
 Name (last, first) _____
 Heidelberg Email _____
 Telephone _____
 Advisor Name _____
 MA in Education ____ MA in Counseling ____
 Master of Business Admin. ____ 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

Step 1.
 Late Course Add Permission of Instructor _____ Date _____

Step 2.
 Approved Program Director _____ Date _____

Approved Program Dean _____ Date _____

Step 3. When Appropriate
 Permission of appeal to Drop without WF record, Provost _____ Date _____