

Name: _____ Student ID: _____ Birth Date: _____
 (Please Print) Last First MI
 Term: Fall _____ Spring _____ Summer _____

Student Signature: _____ Date: _____ GRAD/UGRD (Circle One)
 (To withdraw from UND, go to Twamley 201)

Action #: _____ Class #: _____ Subject: _____ Catalog: _____ Units: _____
 (See back) Course Title _____ Grade Option: _____

Signatures (where required) valid for three working days:

Advisor: _____ Date: _____
 Instructor: _____ Date: _____
 Dean of Course: _____ Date: _____
 Dean of Student's College: _____ Date: _____
 Dept./Office Stamp/Authorization: _____ Date: _____

Action #: _____ Class #: _____ Subject: _____ Catalog #: _____ Units: _____
 (See back) Course Title: _____ Grade Option: _____

Signatures (where required) valid for three working days:

Advisor: _____ Date: _____
 Instructor: _____ Date: _____
 Dean of Course: _____ Date: _____
 Dean of Student's College: _____ Date: _____
 Dept./Office Stamp/Authorization: _____ Date: _____

Updated 08/24/09

Registration Action

Signature Required

- | | |
|---|--|
| 1. ADD | (no signature required) |
| 2. DROP | (no signature required) |
| 3. Override Full Capacity (Class Limit) | Instructor (BPA - >Dean's Stamp) |
| 4. Add after deadline (Action Date) | Advisor, Instructor, and Dean of Course/Graduate
Dean for Graduate courses |
| 5. Increase # of credits through last add day (Class Units) | (no signature required) |
| 6. Decrease # of credits through last drop day (Class Units) | (no signature required) |
| 7. Change to/from S/U grading through last drop day | Advisor (Freshmen and Grad students cannot elect S/U
grading)
Instructor |
| 8. Elect audit grading (no credit),
(1 st Day of Classes-Last Day to Add) | |
| 9. UG overload to more than 21 credits (Fall/Spring) (Unit Load) | Dean of College |
| 10. Grad overload to more than 16 credits (Fall/Spring) (Unit Load)
or more than 12 credits Summer | Graduate School Dean |
| 11. UG Overload to more than 15 credits (Summer) (Unit Load) | Dean of College |
| 12. Override restricted to college | Dean of Course* |
| 13. Override restricted to classification (Class Permission) | Department* |
| 14. Override restricted to grads (Career) | Department and Graduate School Dean |
| 15. Override restricted to majors | Department* |
| 16. Section change after last day to add | Instructor of each section |
| 17. Override pre-requisites missing | Instructor or Department* |
| 19. Time Conflict | Instructor of each course |
| 20. Department Consent | |

NOTE: Petition required to change registration after last day to drop.

NOTE: The signatures required are for actions done before deadlines (unless otherwise noted)

* BPA students – BPA advisement office stamp