

**GRADUATE STUDIES
REGISTRATION/ADJUSTMENT PETITION**

Please use this form to request late registration, or to request a registration schedule adjustment, during the current semester. (Refer to the instructions below on how to request a withdrawal from the semester.)

Decisions for registration and schedule adjustments beyond deadlines are made on an individual basis. Please provide an explanation below, and justification regarding the registration action(s) you are requesting. Supporting documentation is required and should be attached. Please complete the 2nd page of this form with your requested registration and/or schedule adjustment.

- Please refer to "[Schedule Adjustment](#)" for policy and penalties for late registration and schedule adjustment actions.
- A withdrawal request, from all classes, may be made between the first and last day of classes. To withdraw please review and follow the "[Withdrawal Procedures](#)".
- To request registration or schedule adjustment for a previous semester please complete and submit the "[Petition for Waiver of Regulation Form](#)".

| | |
|--|---|
| _____ Full Name (Last, First, Middle) | _____ UID Number |
| _____ Street Address | _____ Department, Program and Area of Specialization |
| _____ City, State, Zip | _____ Degree Sought |
| _____ (Area Code) Daytime Telephone Number | _____ E-mail address |
| Explanation of registration/adjustment actions and justification reason(s): (attach additional sheet if necessary) | |
| _____ Student Signature | _____ Date |
| _____ (Instructor's Signature (if appropriate)) | _____ Date |
| _____ Student Signature | _____ Date |
| _____ Advisor's Signature | _____ Date |
| _____ Department Graduate Director's Signature | _____ Date |

Approved

Not Approved

Denial Note(s):

Associate Dean's Signature

Date

Please fill in the appropriate information and check the appropriate spaces.

=====

_____ I have not registered for (semester) _____ (year) _____ and wish to register for the course(s) indicated below:

_____ I am registered for (semester) _____ (year) _____ and wish to adjust my schedule as indicated below (check all that apply):

(Action Code): Add (A) Drop (D) Change Credit Level (C) Change Grading Option (G)

| Action Code | Course Prefix | Course Number | Suffix | Section Number | Grading Method | Credit Level |
|-------------|---------------|---------------|--------|----------------|----------------|--------------|
|-------------|---------------|---------------|--------|----------------|----------------|--------------|

=====

| | | | | | | |
|-------|-------|-------|-------|-------|-------|-------|
| ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- |

=====