



LOYOLA

UNIVERSITY MARYLAND

Records Office

4501 N. Charles Street

Baltimore, MD 21210-2699

Undergraduate Change of Registration Form

Student ID #:	Student Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Student Athlete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sixth Course: <input type="checkbox"/> Yes <input type="checkbox"/> No	VA Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No
Last Name:	First Name:	M.I.:	Student Mobile Phone:	
Major:	Specialization/Concentration:	Minor:	Expected Graduation Date:	
Term: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other _____	Year:			

- Important -

- Except as otherwise noted in the individual program descriptions, all financial aid awards require that you be continuously enrolled on a full-time basis (minimum 12.0 credits per term). You must notify the Office of Financial Aid if you fail to register for the required number of credits for any term in which you are receiving aid. If you are considering withdrawing from a course, you should first contact the Office of Financial Aid to determine what effect such action may have on your financial aid eligibility.
- Form must be signed or approval emails attached in the following order when all signatures are required: **First** – Instructor; **Second** – Academic Advisor; **Third** – Athletic Advisor; **Fourth** - International Advisor.
- Form must be returned to aasc@loyola.edu (Academic Advising and Support Center) for processing by the withdrawal date listed on the Records Office website. Failure to do so will result in a final grade of "F" on the student's permanent record.
- **Course Status Key:** C = Credit; P = Pass/No Credit; L = Audit; I = Independent Study, Private Study, Internship (must be accompanied by Specialized Study Form); R = Repeat/Replacement (must be accompanied by Repeat/Replacement Form)*
- Students must check **Self-Service Calendar (allow 3 business days)** to confirm changes and report discrepancies immediately to aasc@loyola.edu.

DROP

Dept.	Crse. #	Sec. #	Course Title	Credits	Instructor's Signature/Email (required during withdrawal period)	Select Status (C P L I R*)

ADD

Dept.	Crse. #	Sec. #	Course Title	Credits	Instructor's Signature/Email (required for audits/written permissions)	Select Status (C P L I R*)

Student's Signature (required)	Date
Academic Advisor's Signature or attach email approval (required during withdrawal period)	Date
Athletic Advisor's Signature or attach email approval (required if student athlete)	Date
International Advisor's Signature or attach email approval (required if international student)	Date
Academic Advising and Support Center Signature or approval (to be applied after submission)	Date
Payment Type: <input type="checkbox"/> Check/eCheck <input type="checkbox"/> Credit/debit card payments are accepted online only and will incur a 2.4% (minimum \$0.25) convenience fee. E-check payments can be submitted with no additional fee. <input type="checkbox"/> Loan <input type="checkbox"/> Payment Plan <input type="checkbox"/> Tuition Remission <input type="checkbox"/> Other	Amount

Please Note: Remission and Faculty Exchange forms must accompany registration. For Third Party Billing, registration must be accompanied by a letter of authorization or purchase order. Receipts are mailed after the first week of classes.