



Albert A. Sheen Campus
RR1, Box 10,000, Kingshill, VI 00850-9781

St. Thomas Campus
#2 John Brewers Bay, St. Thomas, VI 00802-9990

Change of Registration – Add & Drop

THIS IS NOT A COMPLETE UNIVERSITY WITHDRAWAL FORM. If you are attempting to withdraw from **ALL** of your courses in a current semester, please use the complete University **Withdrawal Form** available at the Registrar's Office.

NOTE: These changes are not official until all steps are completed, including payment of any charges that are due to the University.

Please Print

Date: _____ ID#: _____ **SEMESTER**
Fall Spr Sum Year _____

Name: _____
Last First Middle

Email address: _____ Telephone contact: _____

For dates when changes may be made without penalty, please consult current Academic Calendar

CODES:

- AD** = Add a course
- DR** = Drop a course
- AU** = Audit
- W** = Withdrawal
- WP** = Withdrawal w/passing grade
- WF** = Withdrawal w/failing grade

**Dean's approval required*

Please enter appropriate code in table below to identify your request(s).

CODE (SEE ABOVE)	CRN#	Subject Code	CRSE #	Title of Course	Cr. Hrs.	Instructor Signature

PERMISSION TO TAKE OVERLOAD COURSES

OVERLOAD APPROVAL: To register for more than 17 or more credits, student must have a cumulative GPA of 3.00 and obtain approval from the School/College Dean*.

CODE (SEE ABOVE)	CRN#	Subject Code	CRSE #	Title of Course	Cr. Hrs.	Dean Signature

School/College Dean's Signature _____ Date: _____