



**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 submit the completed form via email to the Registrar's Office at [registrar@uvi.edu](mailto:registrar@uvi.edu)**

*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: \_\_\_\_\_