



# Change Registration Request Form

Term:                      Fall                      Winter                      Spring                      Summer                      Year: \_\_\_\_\_

Student ID#	Last Name	First Name	Middle Initial	Military Benefits (Yes/No)

Course Code	Section	Credit Hours	Course Title	Add	Drop	Withdraw	Credit	Audit*

\*If you indicate that you intend to audit a course/change your registration from credit to audit, you will also need to complete an Audit Registration Form, which is available through the Office of the Registrar.

**Tuition Adjustments**  
 Add/Drop Week 100% less \$20 fee  
 2<sup>nd</sup> week 80% refund  
 Between 2-3 weeks, 60% refund  
 Between 3-4 weeks, 40% refund  
 Between 4-5 weeks, 20% refund Over 5 weeks no adjustment

**Student Acknowledgments:**

- For withdrawal from courses outside of the registration period, I acknowledge and assume full responsibility and release the college administration from any and all liability as a result of changes made to my schedule.
- By signing this form, I attest that I have reviewed the Sacred Heart Major Seminary Academic Catalog and understand my rights and responsibilities as a student as well as the appropriate grades needed to maintain good academic standing. Furthermore, as a student, I attest that I understand the requirements of my program of study and agree to comply with all provisions, policies and procedures outlined in the Sacred Heart Major Seminary Academic Catalog.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Financial Aid:**

Are you a recipient of financial aid?

If yes, you must obtain a signature from your financial aid advisor before changing your registration:

\_\_\_\_\_  
Financial Aid Advisor Signature

\_\_\_\_\_  
Date

REGISTRAR OFFICE USE ONLY

LDA: \_\_\_\_\_

\_\_\_\_\_  
Term Record Updated By

\_\_\_\_\_  
Date