



EMPORIA STATE UNIVERSITY™

Change of Registration

Instructions on Reverse Side

Social Security Number

NAME Last

First

Middle

Semester

Add: Complete the following information
for course(s) you are **Adding** only

Drop/Withdraw: Complete the following information for
course(s) you are **Dropping/Withdrawing**

Course Prefix & No./Section

Instructor's SIGNATURE

Course Prefix & No./Section

Student's SIGNATURE

Advisor's SIGNATURE

Date_____

FALL AND SPRING SEMESTERS

Adding A Course - First five days of the semester - Advisor's SIGNATURE required. 6th-10th day of the semester - Advisor and Instructor SIGNATURES required.

Dropping/Withdrawing Course - Courses can be dropped only during the first ten days of the semester. From the 11th day through the 10th week of the semester, you may withdraw from a class with your advisor's signature.

SUMMER SESSION

Adding A Course - Through the 2nd day of course - Advisor's SIGNATURE required. After the 2nd day of course - Advisor and Instructor SIGNATURES required.

Dropping/Withdrawing Course - Contact Registration Office.

NOTE: Consult with your advisor on how dropping/withdrawing from a course(s) might affect your eligibility for financial aid and varsity athletics.