



REGISTRATION STATUS CHANGE FORM

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STUDENT'S ID

STUDENT'S LAST NAME

STUDENT'S FIRST NAME

Student MUST be enrolled in the below class(s) in Cardinal Students before the requested change(s) can be processed.

Change to Audit

Class #	Subject	Catalog #	Section	Title

Change to Graded

Class #	Subject	Catalog #	Section	Title

Change to Pass/Fail *This option is only available to undergraduate students*

Class #	Subject	Catalog #	Section	Title

Student Signature

DATE: _____ STUDENT'S SIGNATURE: _____

Academic Dean Approval

DATE OF DEAN'S APPROVAL: _____ DEAN'S SIGNATURE: _____

INSTRUCTIONS

This form is to be used to change a student's registration status in a course from Graded or Pass/Fail to Audit; from Audit or Pass/Fail to Graded; or from Audit or Graded to Pass/Fail.

Student: Complete this form and take it to your Dean's Office for approval. Class number is the four digit code for the individual class section listed in Cardinal Students. Catalog number is the three or four digit number listed in the Catalog in Cardinal Station.

Dean: If approved, sign and date the form and submit to the Office of Enrollment Services, W200 Fr. O'Connell Hall.

Enrollment Services will not accept forms delivered by students. Approved forms must be submitted by the deadlines posted on the Academic Calendar.

Enrollment Services Use Only

DATE CHANGE PROCESSED: _____ REGISTRAR STAFF'S SIGNATURE: _____