

REGISTRATION DROP/ADD FORM

This form is to be used before the drop/add deadline. Students are encouraged to review their degree audit and discuss academic plans with an Advisor prior to registration.

Students are responsible for knowing and fulfilling all University, College, and Program requirements for graduation.

Refer to the University Catalog for [withdrawal policies](#).

UWF ID Number: _____ Name: _____ UWF Email: _____ Phone: (_____) _____
First Middle Initial Last

REGISTRATION TERM: YEAR 20____ FALL SPRING SUMMER ***GRADE OPTION: BLANK** = Letter Grade **P** = Pass/Fail **S** = Satisfactory/Unsatisfactory **X** = Audit

5 DIGIT CRN	PREFIX & NUMBER	CREDIT HOURS	*GRADE OPTION	'A' ADD 'D' DROP	OVERRIDES	INSTRUCTOR SIGNATURE & PRINTED NAME
					<input type="checkbox"/> ATTRIBUTE <input type="checkbox"/> CAMPUS <input type="checkbox"/> CAPACITY <input type="checkbox"/> CLASS <input type="checkbox"/> COHORT <input type="checkbox"/> COLLEGE <input type="checkbox"/> COREQ <input type="checkbox"/> DEGREE <input type="checkbox"/> DEPT <input type="checkbox"/> DUPLICATE <input type="checkbox"/> LEVEL <input type="checkbox"/> LINKS <input type="checkbox"/> MAJOR <input type="checkbox"/> MUTUALEX <input type="checkbox"/> PREREQ <input type="checkbox"/> PROGRAM <input type="checkbox"/> REPEATRS <input type="checkbox"/> REPEATLMT <input type="checkbox"/> SPECAPPRV <input type="checkbox"/> TIME	
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ATTRIBUTE (Student Attribute) **CAMPUS** (Campus Restriction) **CAPACITY** (Closed Class) **CLASS** (Student Class) **COHORT** (Cohort Participant) **COLLEGE** (College) **COREQ** (Co-requisite)
DEGREE (Degree) **DEPT** (Department) **DUPLICATE** (Duplicate Course) **LEVEL** (Student Level) **LINKS** (Connected Course) **MAJOR** (Major/Field of Study) **MUTUALEX** (Mutual Exclusion)
PREREQ (Prerequisite) **PROGRAM** (Curriculum Program) **REPEATRS** (Repeat Hours) **REPEATLMT** (Repeat Limit) **SPECAPPRV** (Special Approval) **TIME** (Time Conflict)

***MAXIMUM/MINIMUM CREDIT HOUR WAIVER:**

Maximum/Minimum Hours: _____ GPA: _____

Academic Advisor Approval: _____ Department Chair Approval: _____

*MAXIMUM HOURS: Undergraduate students seeking to take more than 18 credit hours must obtain the approval of an Academic Advisor and the Department Chair of the major department.

Students without a declared major must obtain the approval from an Academic Advisor and the Dean of the General Studies department.

Graduate students seeking to take more than 12 credit hours must obtain the approval of an Academic Advisor and Department Chair of the graduate department.

*MINIMUM HOURS: Student athletes must obtain approval from the Athletic Advisor. J1/F1 visa holders must obtain approval from the International Student Office.

Student Agreement:

By submitting and signing this Registration Drop/Add Form, I accept responsibility for my course selection and have reviewed the academic policies and procedures for registration as stated in the [University Catalog](#). I am also aware of, and acknowledge, the Excess Hours Surcharge ([Florida Legislature, Section 1009.286](#)).

Student Signature: _____

Date: _____

REGISTRAR (Office Use Only)

Processed By, Initials/Date: _____