

# CLASS REGISTRATION/ADD-DROP FORM

FALL

SPRING

SUMMER

*(PLEASE PRINT)*

Name: \_\_\_\_\_  
Last First MI

Phone: \_\_\_\_\_ ID or SS#: \_\_\_\_\_  
Home - Work - Cell (circle one)

Do you have a change of address? ..... Yes ..... No (**#YES**, please complete a Change of Information Form)

Have you attended college before? ..... Yes ..... No Do you qualify for a Senior Citizen Discount?..... Yes ..... No

**STUDENT MUST COMPLETE THE FOLLOWING INFORMATION IN FULL**

(To take a course for "no credit," circle the word "audit" on the appropriate course line)

\*\*\*PROOF OF PREREQUISITE MUST BE PRESENTED AT THE TIME OF REGISTRATION\*\*\*

COURSE # & SECTION #	COURSE TITLE	CREDITS	ADD	DROP	AUDIT	PROOF/WAIVER OF PRE REQ					
						Pre Req	Year	Grade	School	Type	Approval
<b>ENG 101-99</b>	<b>English Comp 1 ****EXAMPLE ONLY ****</b>	<b>3</b>	<input checked="" type="checkbox"/>		<b>Audit</b>			***** FOR	OFFICE USE	ONLY *****	
-					Audit						
-					Audit						
-					Audit						
-					Audit						
-					Audit						
-					Audit						
-					Audit						

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This student is attempting to register for your class but requires a signature for one or more of the following reasons. Please sign by the reasons you approve.

Course: \_\_\_\_\_  
 Instructor: \_\_\_\_\_  
 Class is full: \_\_\_\_\_  
 Course being taken for third time: \_\_\_\_\_  
 Class has met: \_\_\_\_\_  
 Lecture w/o lab – lab w/o lecture: \_\_\_\_\_  
 Approval to drop course: \_\_\_\_\_

Course: \_\_\_\_\_  
 Instructor: \_\_\_\_\_  
 Class is full: \_\_\_\_\_  
 Course being taken for third time: \_\_\_\_\_  
 Class has met: \_\_\_\_\_  
 Lecture w/o lab – lab w/o lecture: \_\_\_\_\_  
 Approval to drop course: \_\_\_\_\_

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 Instructor: \_\_\_\_\_  
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 Class is full: \_\_\_\_\_  
 Course being taken for third time: \_\_\_\_\_  
 Class has met: \_\_\_\_\_  
 Lecture w/o lab – lab w/o lecture: \_\_\_\_\_  
 Approval to drop course: \_\_\_\_\_

DEPARTMENT OFFICES & TELEPHONE NUMBERS	
Math: ADM 1242.....	922-8496
Allied Health: ADM 1442 .....	922-8280
Social Science: SSB 1104.....	922-8398
Natural Science: ADM 2442 .....	922-8351
Arts & Humanities: HUM 203 .....	922-8254/5
Computer Science: TECH 105.....	922-8334
Business Admin: TECH 205.....	922-8419

ADMINISTRATOR OFFICES & TELEPHONE NUMBERS	
<input type="checkbox"/> Dr. Michael Banks, VP Academic Affairs.....	SSB 2110 ....922-8358
<input type="checkbox"/> Dr. Mike Dompierre, Asst. VP Academic Affairs...	SSB 2110 ....922-8775
<input type="checkbox"/> Dr. Barbara Keim, Bus. & Social Sciences .....	TECH 105....922-8334
<input type="checkbox"/> Dr. Pat Porterfield, Math,Sci., & Allied Health .....	ADM 1442 ...922-8280
<input type="checkbox"/> Dr. Patrick Vaughn, Arts & Humanities.....	HUM 203 .....922-8254

Overload (18 hours or more) – Approval: \_\_\_\_\_ Date: \_\_\_\_\_