

## CHANGE OF REGISTRATION

### ADD/AUDIT/DROP/WITHDRAWAL WEEKS 1-6

**PROCEDURE**

1. Complete all information in SECTION A.
2. Complete the information in SECTION B (as needed).
3. Obtain signatures as needed in SECTION C.
4. Submit completed form to the Service Hub – [twu.ca/help](http://twu.ca/help)

**ADMINISTRATIVE FEES**

Late Course Add (Current Semester): \$50  
Course Add/Drop Previous Semesters: \$100

**SECTION A**

LAST NAME	FIRST NAME	TWU ID NUMBER
DIVISION: <b>Undergraduate</b> <b>Graduate</b> <b>ACTS</b>		SEMESTER: _____      Spring      Fall      Summer <small style="margin-left: 100px;">year</small>
Number of semester hours in which enrolled <b>before</b> changes: _____		Number of semester hours in which enrolled <b>after</b> changes: _____

**SECTION B – ADD COURSE:**                  CREDIT    or                  AUDIT

COURSE CODE <small>Ex. PSYC 105</small>	SEC. <small>(B)</small>	SEM. HRS	COURSE TITLE	INSTRUCTOR	INSTRUCTOR SIGNATURE	DATE

**OR                  DROP                  WITHDRAW**

I also want to withdraw completely from TWU. Checking this box will indicate to our office that you do not intend on taking any future courses at TWU, and we will adjust your student account accordingly. You will be contacted via email if you are eligible for a refund. *For more information on withdrawals and refunds, please visit [our website](#).*

COURSE CODE <small>Ex. PSYC 105</small>	SEC. <small>(B)</small>	SEM. HRS	COURSE TITLE	INSTRUCTOR	INSTRUCTOR SIGNATURE	DATE

_____ <b>Student Signature</b>	_____ <b>Date</b>
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**SECTION C – SIGNATURES**

**SIGNATURE** required for ADD/DROP/WITHDRAWAL during **weeks 1-6**

_____ <b>Academic Advisor Signature</b>	_____ <b>Print Name</b>	_____ <b>Date</b>
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**SIGNATURE** required for ADD/DROP/WITHDRAWAL during **weeks 3-6**

_____ <b>Financial Aid Officer Signature</b>	_____ <b>Print Name</b>	_____ <b>Date</b>
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**OFFICE OF THE REGISTRAR USE ONLY**

Date received: _____	Date Processed: _____	Initial _____	Preliminary charges ran: _____
Semester week/refund percentage: _____	Admin fee: _____	MS: _____	TD Ticket #: _____