



CHANGE OF ENROLLMENT

Wheeling Jesuit University

Student Name: _____ Student ID: _____

Major: _____ Academic Advisor: _____

Semester: Fall Spring Summer Year: _____ Date: _____

COURSE REGISTRATION					
Synonym	Course DEPT - ### - SEC	Credits	Meeting Days / Times	Instructor Name	Wait listed

Note: Additional form needed for any request of "Credit/Non-Credit Courses" & "Audit Courses" to be approved. See Registrar's Office for request form. Additionally any student with less than a 3.0 GPA, who needs 18 or more hours in a semester, must receive approval through the Registrar.

COURSE DROP / WITHDRAW FROM COURSE					
Synonym	Course DEPT - ### - SEC	Credits	Instructor Name	Instructor Signature	Grade W

Note: Students must first obtain the signature of his/her advisor. Then student should proceed to obtain the signature of the instructor for the course from which he/she wishes to withdraw. The instructor must assign a grade (W) when the withdrawal is made. **Additional form needed for complete withdrawal from University.**

Student Signature Date

Advisor Signature Date

Registrar Signature Date

Chief Academic Officer Signature Date
(when needed for special approval)

Registrar Office Use Only Processed Date: _____ Initials: _____