Name __________________________________________________________________

Genisys ID (required) _____________________   Term ____________  Year __________

- Are you receiving Financial Aid?  
  ❑ Yes  ❑ No  
  If yes, it’s recommended you contact Central Financial Aid regarding the potential consequences.

- Are you a veteran receiving VA benefits?  
  ❑ Yes  ❑ No

- Have you been advised of all options?  
  ❑ Yes  ❑ No
  Example: taking an incomplete.

- Are you dropping all classes?  
  ❑ Yes  ❑ No

- Do you plan to return?  
  ❑ Yes  ❑ No

  If yes, which term ____________________________

- Is the student withdrawing from the University?  
  ❑ Yes  ❑ No

  Reason for withdrawal:
  ❑ immediate family illness
  ❑ unable to pay/unapproved loan
  ❑ excessive academic load
  ❑ other _______________________________________

### ADD COURSES:
COURSES ADDED AFTER SECOND WEEK OF TERM REQUIRE DEAN’S SIGNATURE*

<table>
<thead>
<tr>
<th>AU</th>
<th>COURSE REF# (CRN)</th>
<th>DEPARTMENT (i.e., LAW, BUS, COM)</th>
<th>COURSE NUMBER</th>
<th>COURSE SECTION</th>
<th>NUMBER OF CREDITS</th>
<th>INSTRUCTOR INITIALS</th>
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*Indicate audit course as “AU”

### DROP COURSES:
COURSES DROPPED AFTER FIRST TWO WEEKS OF TERM REQUIRE DEAN’S SIGNATURE*

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<thead>
<tr>
<th>AU</th>
<th>COURSE REF# (CRN)</th>
<th>DEPARTMENT (i.e., LAW, BUS, COM)</th>
<th>COURSE NUMBER</th>
<th>COURSE SECTION</th>
<th>NUMBER OF CREDITS</th>
<th>LAST DATE OF PARTICIPATION (LIST DATE FOR EACH COURSE LISTED)</th>
<th>INSTRUCTOR INITIALS</th>
<th>GRADE: W OR WF</th>
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*REQUIRED:

- CURRENT CREDITS ______
- CREDITS ADDED ______
- CREDITS DROPPED ______
- NEW TOTAL CREDITS ______

- Section change only

- Student Signature ____________________________ Date ______________
- Advisor Signature* ____________________________ Date ______________
  (REQUIRED AFTER FIRST TWO WEEKS OF TERM)
- Dean Signature* _______________________________ Date ______________
  (REQUIRED AFTER FIRST TWO WEEKS OF TERM)

*Law students are required to have their advisor’s signature and approval from the Law School Student Affairs Office for all add/drops.

SEE BACK FOR GLOSSARY OF TERMS  •  WHITE: REGISTRAR  •  CANARY: SCHOOL  •  PINK: CENTRAL FINANCIAL AID  •  GOLDENROD: STUDENT
Add/Drop Period – The period during which students may change their schedules (add or drop classes) with the opportunity to receive 100% tuition refund with no academic penalty.

Students receiving or pursuing loans could be subject to financial penalty if their total number of credits falls below five credit hours (6 credit hours for DCP) in the fall and spring terms, and the student did not meet the minimum attendance requirements. In the summer term, the minimum number of credits is 3 credit hours (5 credit hours for Business and CLS, 6 credit hours for DCP).

Students with questions regarding possible financial consequences are encouraged to contact the Central Financial Aid Office.

University policy defines the add/drop period as the first two weeks of each semester.

Financial Aid – Refers to Regent University’s Central Financial Aid office. For advice about financial aid implications of dropping classes, call (757) 226-4125 or e-mail finaid@regent.edu.

Last Date of Attendance/Participation – The last date a student physically attended an on-campus class(es), or participated electronically in an on-line class(es). Required for any drop or withdrawals after the second week of the term.

“W” Grade – Indicates “Withdrawn.” This grade is automatically assigned when a student officially drops a class after the second week of the term. A “W” is not counted in the computation of the GPA.

“WF” Grade – Indicates “Withdrawn Failing.” A “WF” is counted as an “F” in the computation of the GPA.

Withdrawal – Leaving the university and dropping all classes during a semester.

GLOSSARY OF TERMS

AU – Indicates “Audit.” Check the AU box only if auditing a particular class. No academic credit is given for audited classes.

CRN – Course Reference Number assigned by data system. Identifies a particular class and section.