

REGISTRATION/DROP/ADD/AUDIT FORM



PLEASE USE HARD-POINTED PEN

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

Print Name: _____ Term: Fall Spring 1st Summer 2nd Summer Year: _____
Last First MI (circle one term)

Person ID: _____ School: _____ Major: _____

INSTRUCTIONS: (Note - If initially registering, you must clear with University Cashier first.)

- 1 - This form is to be completed when add or drop transactions cannot take place by web registration DURING THE CURRENT SEMESTER (after the last day to add a course: and after the last day to drop a course with credit on Student's Financial Account each term). COURSE CHANGES AFTER THE END OF THE LAST DAY OF CLASSES FOR THE TERM MUST BE SUBMITTED ON A POST-SEMESTER REGISTRATION/ADD/DROP FORM.
- 2 - Do not use this form if dropping all courses. To drop all courses, you must follow University withdrawal procedures.
- 3 - After obtaining the required signature below (departmental approval required for adding courses only), submit this form to the University Registrar's Office, on the date signed by Adviser/Dean.

	"D" for Drop "A" for Add "AUD" for Audit	Class Number	Course Name	Course Number	Section Number	Activity Type Lab/Rec	Credit Hours	Day/Time Building Room (add only)	Dept. Approval (initial for adds only)
SAMPLE	A	31970	A S T R	0 3 1 P	4 0 1	L A B	3.0	MWF 8:00-8:50 PH 201	DCR
SAMPLE	AUD	5397	E N G L	2 8 3	0 0 1	L E C	3.0		
1									
2									
3									
4									
5									
6									

Signature Certification

By checking the box next to my typed legal name, I certify that the information provided by me in this document is complete and accurate.

In place of your signature, please type your full legal name in the appropriate space.

OFFICE OF UNIVERSITY REGISTRAR USE ONLY

EFFECTIVE DATE:

Forging or altering approved entries will be reported as an Honor Code violation.

*

Student's Signature _____ *Date*

*

Adviser's Signature _____ *Date*

*

Dean's Signature (if required) _____ *Date*