



Registration Adjustment Request

Name: Last First MI Student ID Number Date
Major AUM Email Semester Part of Term: Full 1st Half 2nd Half Maymester

(A) Request for Overload (Requires Advisor signature only)

Attempt more than 18 hours in a semester (Undergraduate): Hours Requested _____

Attempt more than 12 hours in a semester (Graduate): Hours Requested _____

(B) Drop/Add Class(es)/ Lab(s) after Last Day to Add has passed and/or Administrative Adds/Drops

(**Instructor's signature required to add a class after last day to add has passed and after hard drop. See Academic Calendar**)

Table with 7 columns: Drop, Add, CRN, Subject, Course No., No. of Hours, **Instructor's Signature. Contains 4 rows for class adjustments.

If adding class(es)/lab(s) after being dropped for Non-Payment, Student Accounts signature is required.

Student has contacted Student Accounts to make arrangements to meet financial obligations.

Student Accounts Representative Date

(C) Swap a course(s)?

Yes (Courses being swapped must be taught by the same college & must be equivalent in number of credit hours.)

From: CRN Subject/Course No. Credit Hrs to CRN Subject/Course No. Credit Hrs Instructor's Signature (Required)

From: CRN Subject/Course No. Credit Hrs to CRN Subject/Course No. Credit Hrs Instructor's Signature (Required)

Signatures of Approval

Student *: Date:

Check all that apply:

Graduating this Semester International Student Student Athlete

Financial Responsibility

*Student, by signing this form, you have elected to accept financial responsibility for charges incurred as a result of registration or otherwise receiving good and valuable services from Auburn University at Montgomery. The acceptance will be placed in your permanent academic record, and you may view your registration and charges incurred via your personal account in Webster Self-Service.

Advisor: Date

(* Please ensure appropriate override codes are in Banner)

Dept Head: Date

(* Required to add class(es) if 2 weeks after classes begin - 1 week if half-term)

*Maymester requires all signatures.

(B) Instructors, Student Accounts, and the student's signatures are the only required signatures to re-register for classes after hard drop.