



STUDENTS SHOULD RETURN THIS FORM IN PERSON TO COLONIAL CENTRAL, MARVIN CENTER GROUND FLOOR.

**RTF-EZ**

# REGISTRATION TRANSACTION FORM

**WHO CAN USE THE RTF-EZ FORM?** *You can use this form if:*

- the request is for the current term or a future term;
- the requested action is not one which could be performed through GWeb;
- Dean's Office approval is not required for the requested action;
- if adding a course, it is before the end of the 4th week of classes in a fall or spring term, or before the end of the 2nd week of classes in summer; and
- if withdrawing from a course, it is before the end of the 8th week of classes in a fall or spring term, or before the end of the 4th week of classes in summer.

**Term**

**Date** \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

Fall \_\_\_\_\_

**GWid** \_\_\_\_\_

**Name** \_\_\_\_\_

LAST

FIRST

MI

### REGISTER/ADD

A student is not guaranteed enrollment in any course until the request is approved and processed by the Office of the Registrar. Confirmation of enrollment may be viewed through GWeb. This form cannot be used to register for a class that has a waitlist. Students will be added to the waitlist and if offered a seat, must then register through GWeb.

CRN	SUBJ	CRSE	SEC	COURSE TITLE	INSTRUCTOR/DEPT APPROVAL

### DROP/WITHDRAW

Students should be aware that dropping or withdrawing from a course may have an impact upon eligibility for athletic participation, campus housing, or financial aid. International students need to be particularly aware of the enrollment requirements associated with their visa. Students are advised to consult with their advisor or the appropriate office before requesting a course drop or withdrawal.

CRN	SUBJ	CRSE	SEC	COURSE TITLE

I request that the above action be performed. I understand and acknowledge that the forgery, unauthorized alteration or unauthorized use of any University document is considered non-academic dishonesty under the Code of Student Conduct, and such misconduct is subject to disciplinary action.

**REGISTRAR'S USE ONLY**

**Student Signature**

**Initials/Date**