University of North Dakota
Registration Action Form
updated 03/06/2013

Name: _________________________  Last First MI  Student ID: _______  Birth Date: _______
(Please Print)  Term: Fall _____  Spring _____  Summer _____  Date: ___________  GRAD/UGRD (Circle One)
Student Signature: __________________________________________  Date: ___________
To withdraw from a term at UND, submit the cancellation/withdrawal form at und.edu/academics/registrar/forms.cfm

Action #: __________  Class #: __________  Subject: __________  Catalog #: _______  Units: _______
(See back)  Course Title: ___________________________  Grade Option: __________

Signatures (where required) valid for three working days:
Advisor: __________________________________________  Date: ___________
Instructor: __________________________________________  Date: ___________
Dean of Course: __________________________________________  Date: ___________
Dean of Student’s College: __________________________________________  Date: ___________
Dept./Office Stamp/Authorization: __________________________________________  Date: ___________

Action #: __________  Class #: __________  Subject: __________  Catalog #: _______  Units: _______
(See back)  Course Title: ___________________________  Grade Option: __________

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Instructor: __________________________________________  Date: ___________
Dean of Course: __________________________________________  Date: ___________
Dean of Student’s College: __________________________________________  Date: ___________
Dept./Office Stamp/Authorization: __________________________________________  Date: ___________
### Registration Action

<table>
<thead>
<tr>
<th>Registration Action</th>
<th>Signature(s) Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ADD</td>
<td>(no signature required)</td>
</tr>
<tr>
<td>2. DROP</td>
<td>(no signature required)</td>
</tr>
<tr>
<td>3. Override Full Capacity (Class Limit)</td>
<td>Instructor</td>
</tr>
<tr>
<td>4. Add after deadline (Action Date)</td>
<td>UGRD Advisor, Instructor, and Dean of Course</td>
</tr>
<tr>
<td></td>
<td>GRAD Advisor, Instructor, and School of Graduate Studies Dean</td>
</tr>
<tr>
<td>5. Increase # of credits through last add day (Class Units)</td>
<td>(no signature required)</td>
</tr>
<tr>
<td>6. Decrease # of credits through last drop day (Class Units)</td>
<td>(no signature required)</td>
</tr>
<tr>
<td>7. Change to/from S/U grading through last drop day</td>
<td>Advisor (Freshman &amp; Grad students cannot elect S/U grading)</td>
</tr>
<tr>
<td>8. Elect audit grading (no credit)</td>
<td>Instructor (1st Day of Classes-Last Day to Add)</td>
</tr>
<tr>
<td>9. UGRD overload to more than 21 credits Fall/Spring</td>
<td>Dean of College</td>
</tr>
<tr>
<td>10. GRAD overload to more than 12 credits Fall/Spring/Summer</td>
<td>Advisor</td>
</tr>
<tr>
<td>11. UGRD overload to more than 15 credits Summer</td>
<td>Dean of Course</td>
</tr>
<tr>
<td>12. Override restricted to college</td>
<td>Department</td>
</tr>
<tr>
<td>13. Override restricted to classification</td>
<td>Department and School of Graduate Studies Dean</td>
</tr>
<tr>
<td>14. Override restricted to grads (Career)</td>
<td>Department</td>
</tr>
<tr>
<td>15. Override restricted to majors</td>
<td>Instructor or Department</td>
</tr>
<tr>
<td>16. Section change</td>
<td>Instructor of each section (through last day to drop)</td>
</tr>
<tr>
<td>17. Override pre-requisites missing</td>
<td>Instructor or Department</td>
</tr>
<tr>
<td>18. Time Conflict</td>
<td>Instructor of each course</td>
</tr>
<tr>
<td>19. Department Consent</td>
<td>Instructor or Department</td>
</tr>
</tbody>
</table>

**NOTE:** An Administrative Procedures Petition is required to change registration after last day to drop.

**NOTE:** The signatures required are for actions done before deadlines (unless otherwise noted).

05/18/2016