

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(Please Print) Last First MI

Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ GRAD/UGRD (Circle One)

To withdraw from a term at UND, submit the cancellation/withdrawal form at [und.edu/academics/registrar/forms.cfm](http://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: \_\_\_\_\_

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**Registration Action****Signature(s) Required**

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

**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

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