

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									

Original - University Registrar's Office
 Pink - University Cashier's Office
 Yellow - School Dean's Office
 Blue - Student

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