



Change of Registration Add/Withdrawal Procedures

Registrar

2500 E. Nutwood Ave.
Fullerton, CA 92831 USA
(714) 879-3901
FAX (714) 681-7230
Email: registraroffice@hiu.edu

1. Fill out Form completely.
2. Obtain Advisor's signature before continuing to Step 3.
3. Obtain Instructor's signature for each class added/dropped.
4. If this is a complete withdrawal from HIU, obtain Dean of College signature.

Note: "Date Initiated" will be used to calculate any possible refunds if Change of Registration is processed within one week of that date. Change of Registrations not completed within one week will be processed according to date received by the Registrar's Office.

Changes in part-time/full-time status may affect financial aid eligibility.

Traditional Undergraduate students please note that any enrollment over 18 units will result in additional charges.

Reason(s) for add/withdrawal

_____ *Student's Signature*

Do you intend on returning during this term to attend any preregistered classes? Yes No Do you intend on returning for the next semester? Yes No

Program: (Check one) UG OUG GRD **Fall Terms:** (Check one) Summer Session Fall Session

Spring Terms: (Check one) January Session Spring Session May Session **Year:** _____

Name _____ Date Initiated _____ HIU ID# _____

(Check one)	Course Number	Section	Course Title	Units	Instructors Approval
<input type="checkbox"/> Add/ <input type="checkbox"/> Drop					
<input type="checkbox"/> Add/ <input type="checkbox"/> Drop					
<input type="checkbox"/> Add/ <input type="checkbox"/> Drop					
<input type="checkbox"/> Add/ <input type="checkbox"/> Drop					
<input type="checkbox"/> Add/ <input type="checkbox"/> Drop					
<input type="checkbox"/> Add/ <input type="checkbox"/> Drop					

FOR OFFICE USE ONLY	
Beginning units = _____ + _____ units/- _____ units Ending units = _____ _____ <p style="text-align: center;"><i>Signature and Date</i></p>	<p style="text-align: right;"><i>Signature and Date</i></p> Advisor Approval _____ Business Office _____ Financial Aid _____ Exit Interview _____ College Dean _____