



# 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.

Reason(s) for add/withdrawal

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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**

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