

# ADD/DROP

FALL TERM (Aug - Dec) 20 \_\_\_\_
  SPRING TERM (Jan - May) 20 \_\_\_\_
  SUMMER TERM (May - July) 20 \_\_\_\_

Non-Curricular
  Curricular
 Name of Plan: \_\_\_\_\_

Last 4 digits of SSN: \_\_\_\_\_ EmplID: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Jr.,3rd \_\_\_\_\_

Please Print Clearly

**ADD**

Class ID Nbr	Subject	Number	Section	Day	Time	Class Title	Filled Class Override	Audit
25741	IST	100	01A	M W	9:00 – 10:15 AM	Introduction to Example Class		
	E	X		A	M	P L	E	

Please remember to pay for additional credits by the end of the day!

Please Print Clearly

**DROP**

Class ID Nbr	Subject	Number	Section	Day	Time	Class Title	Filled Class Override	Audit

I understand that I am responsible for having satisfied all placement testing requirements, prerequisites, and co-requisites, and that I must pay for the class(es) to complete this registration by the appropriate payment deadline.

\* SIGNATURE OF STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

\* SIGNATURE OF ADVISOR/SPECIALIST: \_\_\_\_\_ DATE: \_\_\_\_\_

**Approval for class load greater than 18 credits:**

If curricular, Dean of Academic School: \_\_\_\_\_ DATE: \_\_\_\_\_

If non-curricular, Dean of Students: \_\_\_\_\_ DATE: \_\_\_\_\_

**Approval for class load greater than 20 credits:**

If curricular, Vice President of Academic Affairs: \_\_\_\_\_ DATE: \_\_\_\_\_

If non-curricular, Vice President of Student Affairs: \_\_\_\_\_ DATE: \_\_\_\_\_

For office use: Initial: \_\_\_\_\_ Date: \_\_\_\_\_

## ON-CAMPUS REGISTRATION INFORMATION

To view the class schedule and additional registration information, visit the college's web site at [www.reynolds.edu](http://www.reynolds.edu), go to Quick Link select How to Enroll, then on Registration Information.

New students must have an Application for Admission on file with the college. Students returning after an absence of at least three years must also apply for readmission. New curricular students must satisfy college placement testing requirements prior to meeting with a Success Center Specialist to register.

Non-curricular students and continuing curricular students who are in good academic standing may self-advise & self-register by telephone: or on the web: *Reynolds Online*.

Web registration is available in the college's open computer labs.

Students whose academic standing is *Academic Warning, Probation, who are returning from Suspension or Dismissal, or whose advisor has blocked self-registration* **must be advised and must register on campus.**

- Advisors must sign registration forms for **curricular** students.
- Success Center Specialists must sign forms for **non-curricular** students.

## SPECIAL PERMISSIONS

**Filled Class:** Requests for assistance related to filled classes should be directed to the school offering the class. An approval signature will be required to register.

**Audit:** Students who enroll in a class with audit status are exempt from Class examinations or other achievement measures. Requests for audit will be accepted only during the late registration period (add/drop) and will require the approval signature of the instructor and the school dean. Regular tuition rates will be charged. Requests for credit enrollments in a class will be given priority over audit enrollment. Audited Classes carry no credit and do not count as part of the student's Class load.

**Class Repeat:** Students are normally limited to two enrollments in the same credit or remedial Class. To enroll more than twice, students must complete the Repeat Class Request form.

***PLEASE UPDATE YOUR ADDRESS AND TELEPHONE NUMBER WITH THE SUCCESS CENTER!***