

College of Arts and Sciences

Change of Registration Request

Instructions

1. Consult your advisor before changing your schedule.
2. Consult your college/school's academic calendar for Add, Drop, and Withdrawal deadlines. Academic Calendars are posted at www.creighton.edu/registrar/academiccalendars/.
3. Add/Drop courses on the NEST through the posted deadlines.
4. Use this form after the deadlines. Submit completed form with all required signatures/stamps to the Registrar's Office, Brandeis 202.

NOTE: You may also need to submit an override/exceptions form for any classes you are adding.

Student Name: _____ NET ID: _____

Student Signature: _____ Date: _____

ADD:

CRN	Subject	Crs #	Sect	Hrs	Course Title	Instructor Signature

Advisor's Signature (Or Dean's Office Stamp, if Advisor not available):

_____ Date _____

DROP:

CRN	Subject	Crs #	Sect	Hrs	Course Title

Dean's Office Stamp: _____ Date _____

WITHDRAWAL:

Use this form to withdraw from individual courses after the Drop deadline and prior to the Withdrawal deadline. Proper authorization is required with signatures, as noted. For withdrawn courses, a grade of W will appear on your transcript and tuition will be charged. If you are withdrawing from all courses, DO NOT use this form. See your Dean's Office. You are responsible for being familiar with Creighton policies on withdrawals, refunds, and financial aid related to withdrawals.

CRN	Subject	Crs #	Sect	Hrs	Course Title

Advisor's Signature (Or Dean's Office Stamp, if Advisor not available):

_____ Date _____