GEORGIAN COURT UNIVERSITY
THE MERCY UNIVERSITY OF NEW JERSEY

OFFICE OF THE REGISTRAR
Manual Registration Form

NOTE: This form cannot be used to Drop a course after the Drop/Add period. A Grade of "W" must be requested.

☐ Fall   ☐ Spring

Student Name:_____   **ID#: 000__- _____** Year: 20___   ☐ 7.5 Week __1 __2

☐ Summer 1__ ☐ Summer 2

☐ Winter

COURSE INFORMATION:

Add/Drop	Course ID	Lecture/Lab (circle)	Section#	Day	Time	Title	Instructor	Authorizing Signature (below)	Credits
☐ Add ☐ Drop*		Lecture Lab Online Hybrid							
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The current Add/Drop processing fee is $17.00. The current Late Registration processing fee is $27.00. (Subject to change without notice)

AUTHORIZING SIGNATURE(S):

- To add a class after the first week of classes, the student must obtain the signature of the Instructor.
- To add a class after the second week of classes, the student must obtain the signature of the Instructor and the Dean.

Important Note to Undergraduates: Dropping below 12 credits may jeopardize Financial Aid and athletic eligibility. If you are dropping any classes, please read the financial aid section of the GCU catalog for important information concerning your federal student aid. Also note that if this request drops all the courses from your schedule, you are considered withdrawn from the University and will have to reapply in the Office of Admissions to register for next term. **NOTE: Be advised, you will lose your institutional financial aid eligibility once you withdraw from the University.**	Office Use Only Processed by:_____ Process date:_____ __Waived __Cash __Check:____ __Bill Account __ Credit Card
Student Signature: Date:	**Reminder:** You are not eligible to graduate unless you have submitted a Graduation Application by the appropriate deadline. Please consult the Registrar's webpage for more information at www.georgian.edu. It is the student's responsibility to obtain all signatures. ***Incomplete forms will be returned to the student unprocessed.*** *Revised*: July 2014