

# GEORGIAN COURT UNIVERSITY

## 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.**

Student Name: \_\_\_\_\_

Fall Main

Fall 7WK 1

Fall 7WK 2

ID#: 000\_\_ - \_\_\_\_\_ Year: 20 \_\_

Spring Main

Spring 7WK 1

Spring 7WK 2

Summer 1


Summer 2

Winter

### COURSE INFORMATION:

Add/Drop	Course ID	Lecture/Lab (choose that apply)	Section#	Day	Time	Title	Instructor	Authorizing Signature (below)	Credits
<input type="checkbox"/> Add <input type="checkbox"/> Drop*		Lecture    Lab Online    Hybrid							
<input type="checkbox"/> Add <input type="checkbox"/> Drop*		Lecture    Lab Online    Hybrid							
<input type="checkbox"/> Add <input type="checkbox"/> Drop*		Lecture    Lab Online    Hybrid							
<input type="checkbox"/> Add <input type="checkbox"/> Drop*		Lecture    Lab Online    Hybrid							
<input type="checkbox"/> Add <input type="checkbox"/> Drop*		Lecture    Lab Online    Hybrid							

*The current Add/Drop processing fee is \$20.00. The current Late Registration processing fee is \$30.00. (Subject to change without notice)*

<p><b>Important Note to Undergraduates:</b> 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 Also note that if this request drops all the courses from your schedule, you are considered withdrawn from the University and will have to reapply in the Office of Admissions to register for next term.</p> <p style="color: red;"><b>NOTE: Be advised, you will lose your institutional financial aid eligibility once you withdraw from the University.</b></p>	<p><u>Office Use Only</u>                  Processed by: _____                  Process date: _____                    ___ Bill Account</p>
<p><b>Student Signature:</b></p> <div style="text-align: center; margin: 10px 0;">  </div> <p>Date: _____</p>	<p><b>Reminder:</b> 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 <a href="http://www.georgian.edu">www.georgian.edu</a>. <b><u>Incomplete forms will be returned to the student unprocessed.</u></b></p> <p style="text-align: right; font-size: small;">Revised: August 15, 2023</p>