## Lincoln University

Course No.   Course Title   Units   Instructor's Approval    TO DROP 2  Course No.   Course Title   Units   Instructor's Remarks    TO DROP 2  Course No.   Course Title   Units   Instructor's Remarks    To Drop 3  There is a \$20.00 fee for each add or drop transaction on or before January 31 for Spring, June 1s Summer and August 31st for Fall. A late fee of \$50.00 will be charged for any transaction of cha in registration after January 31, for Spring, June 15 for Summer and August 31st for Fall. Please the necessary fees to the Accounting Office4.  * Please read and follow the procedure on the back of this form.  * Please return this form and the receipt to the Registrar's Office after the payment.  DO NOT WRITE BELOW THIS AREA  Registrar's Office: Comments:						"/
egal Status:   U.S.   International Student   Financial Aid:   No   Ves   If yes, please provide SSN:	Date	Registration No. <sup>1</sup>	Student ID <sup>1</sup>	Last name		First name
egal Status:   U.S.   International Student   Financial Aid:   No   Ves   If yes, please provide SSN:						
Approved 3 — Program Director / Registrar  Course No.   Course Title   Units   Instructor's Approval 3    FODROP 2  Course No.   Course Title   Units   Instructor's Approval 3    FODROP 2  Course No.   Course Title   Units   Instructor's Remarks    Fourse No.   Units   Instructor's Remarks    Fourse No.   Units   Instructor's Remarks    Fourse No.   Instructor's Remarks    Fourse No.   Units   Instructor's Approval    Fours	_					
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Course No.   Course Title   Units   Instructor's Approval    COURSE TO DROP    Course No.   Course Title   Units   Instructor's Remarks    Course No.   Course Title   Units   Instructor's Remarks    Student's Signature/Print Name   Approved   Program Director / Registrar    There is a \$20,000 fee for each add or drop transaction on or before January 31 for Spring, June    Summer and August 31st for Fall. A late fee of \$50,00 will be charged for any transaction of cha in registration after January 31, for Spring, June 15 for Summer and August 31st for Fall. Please the necessary fees to the Accounting Office4.  Please read and follow the procedure on the back of this form.  Please return this form and the receipt to the Registrar's Office after the payment.  DO NOT WRITE BELOW THIS AREA  Registrar's Office: Comments:  Tracking No.   Received By:   Date Received:  Accounting Office:  Color Tuition = Units   × \$   = \$   Amount paid: \$   Receipt No.   Calculated By:   Calculated By:	-	ntly registered for interr	iship or externs	hip only?   Yes   No	•	
Student's Signature/Print Name  Approved³ – Program Director / Registrar  There is a \$20.00 fee for each add or drop transaction on or before January 31 for Spring, June Summer and August 31st for Fall. A late fee of \$50.00 will be charged for any transaction of cha in registration after January 31, for Spring, June 15 for Summer and August 31st for Fall. Please the necessary fees to the Accounting Office4.  Please read and follow the procedure on the back of this form.  Please return this form and the receipt to the Registrar's Office after the payment.  DO NOT WRITE BELOW THIS AREA  Registrar's Office: Comments:  Tracking No. Received By: Date Received:  Accounting Office:  Total Tutton = Units		Course Title			Units	Instructor's Approval <sup>3</sup>
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 $401\ Fifteenth\ Street,\ Oakland,\ California\ 94612$  Revised: 15/1/2017/ukg

## PROCEDURE FOR CHANGE IN REGISTRATION

- 1. Students must complete this form with the accurate **registration number** and **student ID number**. **Incomplete forms will not be processed.** 
  - **Students must show their original registration form** (student's copy) when they submit this form. If the University cannot confirm the student's original registration record, this change in registration will not be processed.
- 2. Classes may be added or dropped without academic penalty until January 31, for Spring, June 15 for Summer and August 31<sup>st</sup> for Fall.
- 3. Approvals of the added course by the instructor and the Program Director or the Registrar are required. Late additions of classes require the President's approval.
- 4. Fees for Change in Registration must be paid to the Accounting Office and this form must be returned to the Registrar's Office on the same day.