

# Lincoln University



Change in Registration – (Spring /Summer /Fall ) .....

Date	Registration No. <sup>1</sup>	Student ID <sup>1</sup>	Last name	First name

Current Program or Academic Status:  DBA  MS  MBA  BA  BS  AS  UT  IAEP  Auditor

Legal Status:  U.S.  International Student    Financial Aid:  No  Yes    If yes, please provide SSN: \_\_\_\_\_

Are you currently registered for internship or externship only?  Yes  No

**TO ADD<sup>2</sup>**

Course No.	Course Title	Units	Instructor's Approval <sup>3</sup>

**TO DROP<sup>2</sup>**

Course No.	Course Title	Units	Instructor's Remarks

\_\_\_\_\_  
Student's Signature/Print Name

\_\_\_\_\_  
Approved<sup>3</sup> – Program Director / Registrar

❖ **There is a \$20.00 fee for each add or drop transaction on or before January 31 for Spring, June 15 for Summer and August 31st for Fall. A late fee of \$50.00 will be charged for any transaction of change in registration after January 31, for Spring, June 15 for Summer and August 31st for Fall. Please pay the necessary fees to the Accounting Office<sup>4</sup>.**

❖ **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 Tuition = <b>Units</b> _____ × \$ _____ = \$ _____ ;	Amount paid: \$ _____
Change in Registration Fee: \$ _____ ; STRF: \$ _____ ;	Receipt No.: _____
<b>Externship Insurance Fee:</b> \$ _____ ; Diagnostic Imaging Lab Use Fee: \$ _____ ;	Calculated By: _____
Other Fees: \$ _____ ; Total Amount: \$ _____	Date: _____

## **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.**