

LINCOLN UNIVERSITY
Change in Registration – Spring 2024

Date	Registration No.	Student ID	Last name	First name

Current Program or Academic Status: DBA MS-FM MS-IB MBA BA BS 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

Course No.	Course Title	Units	Instructor's Approval

TO DROP

Course No.	Course Title	Units	Instructor's Remarks	Last Day of Attendance

 Student's Signature

 Approver Registrar Date

 Approver Provost/President Date

- ❖ **There is a \$20.00 fee for each add or drop transaction from January 22, 2024 to February 5, 2024. A late fee of \$50.00 will be charged for any transaction of change in registration after February 5, 2024. Please pay the necessary fees to the Accounting Office.**
- ❖ **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 = Units _____ × \$ _____ = \$ _____;	Amount paid: \$ _____
Change in Registration Fee: \$ _____; STRF: \$ _____;	Receipt No.: _____
Externship Insurance Fee: \$ _____; Diagnostic Imaging Lab Use Fee: \$ _____;	Calculated By: _____
Other Fees: \$ _____; Total Amount: \$ _____	Date: _____

PROCEDURE FOR CHANGE IN REGISTRATION

1. Students must complete this form including the **registration number** and **student ID number**. **Incomplete forms will not be processed.**
2. In the Spring 2024 semester the **last day** classes may be **added/dropped** without academic penalty is **February 5, 2024**.
3. A student's choice of studies, once made and filed, is expected to be permanent for the term. The student may request registration changes for a fee and with a reason. **The Registrar can make the change through the specified date indicated in the academic calendar** (normally before the third-class meeting) if space is available and all prerequisites were taken, **approval by the instructor is required after the first-class meeting.**
4. **Later the specified date deadline, approvals by the instructor and the Provost** with a written confirmation of the student's understanding that missing classes may negatively influence the course final grade are required to add a course.
5. A course may be dropped at any time for the same fee. Student withdrawing from a course before specified deadline for add/drop classes will get the full refund and the dropped course will be removed from his/her records, withdrawing after that deadline but before 75% of the course completion will result in "W" symbol and a partial tuition refund following the refund procedure. Students withdrawing after the 75% of the course completion and before the final are not eligible for a refund and will receive "Y" symbol. Students cannot withdraw after the final examination. International and financial aid students can drop courses only continuing to satisfy required credit loads.
6. Fees for Change in Registration **must be paid** to the **Accounting Office** then this form **must be returned** to the **Registrar's Office**. **Students must provide their initial registration form** when they submit this form for the payment.