



**SAINT LOUIS
UNIVERSITY**

Registration / Change of Registration

Print Clearly or Enter Fields Electronically to Ensure Accurate Entry

Office of the Registrar
 SLU Madrid Campus
 Avenida del Valle 34
 28003 Madrid, Spain
 Phone: +34 (91) 554 5858, ext. 277
 Fax: +34 (91) 554 6202
 E-Mail: registrar-madrid@slu.edu

Name: _____ College: SP
(Last, First, Middle Initial)

Student ID Number: _____ Term: _____
(Banner ID)

Instructions

For academic deadlines please refer to the [Academic Calendar website](#)

The registration rules below pertain to **Fall** and **Spring** Semesters only:

During the 1st 2 weeks of the semester changes can be made via [MySLU](#).

You may also bring this completed form to the Office of the Registrar, Manresa Hall, with your advisor's signature.

After 2nd week

The form and signatures are required. Dropping a course will be reflected by a "W" on your transcript.

Note in the calendar the last day to drop a course.

Undergraduate Students:

Dropping below 12 hours, full time student status, may affect financial aid, insurance and housing. Please see the Office of Student Financial Services regarding the affects this may have on your financial benefits, Padre Arrupe Hall.

Course Changes							
Add / Drop	CRN	Subject Code	Course Number	Section Number	Credit Hours	Special Grading	Approval Signatures
Hours Before Change: _____ Hours After Change: _____				<u>Withdrawal for Semester</u> Advisor or Dean's Use Only		<u>Dean's Office Use Only</u>	
Comments:				Is this a withdrawal from the semester? Yes No		Effective Date of Change ____ / ____ / ____	
				Did the Student Attend? Yes No		Dean's Signature: _____	
				Last Attendance Date: Date: ____ / ____ / _____		Date: ____ / ____ / _____	

Signatures:

Student: _____ Date: _____

Advisor: _____ Date: _____

If your registration was dropped for non-payment Student Financial Services must also sign this form.

SFS Signature: _____

Instructions

This form is used for registration or to add and drop courses from your schedule after the initial registration has been processed. Once the form is completed, with appropriate signatures, bring it to the Office of the Registrar.

Students:

Complete the first block of the form, Student Information.

- Student ID Your 9 digit student ID number

Complete the second block of the form, Course Changes.

Please remember to include:

- Add/Drop: Is this an add or drop from your registration?
- Special Grading: Is this a special grading registration such as Audit?

Sign and Date the form at the bottom.

Bring it to your advisor, dean's office, and/or Student Financial Services if required.

Signature requirements are specified under "Instructions" on the front side of form.

Form availability:

- This form is available online at [Registrar's website](#). Click on forms and on [Registration/Change of Registration form](#).
- All but the signature fields may be completed electronically. By completing the form electronically you ensure the accurate entry of your change.
- As always, please do not hesitate to contact us if you have any questions regarding this process. Our contact information is on the right side of this page.

Advisors:

- Enter any comments if desired.
- If this is a withdraw from the semester (dropping to 0 (zero) credit hours) indicate the last date of attendance / participation.
- Obtain Dean's signature if required.
- Sign and date form at the bottom.

Dean's Offices:

- Enter any comments if desired
- If this is a withdraw from the semester (dropping to 0 (zero) credit hours) indicate the last date of attendance and/or participation
- Sign and date form in the box labeled "Dean's Office Only".
- Please be sure that your effective date is appropriate for your desired change

Contact Information for the Office of the Registrar, SLU Madrid Campus:

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