



Registration Adjustment Request

Name: Last First MI Student ID Number Date
Major AUM Email Semester Part of Term: Full 1st Half 2nd Half Maymester

(A) Request for Overload (Requires Advisor signature only)

Attempt more than 18 hours in a semester (Undergraduate): Hours Requested _____

Attempt more than 12 hours in a semester (Graduate): Hours Requested _____

(B) Drop/Add Class(es)/ Lab(s) after Last Day to Add has passed

(**Instructor's signature required to add a class after last day to add has passed. See Academic Calendar**)

Table with 7 columns: Drop, Add, CRN, Subject, Course No., No. of Hours, **Instructor's Signature. Contains 4 rows for class adjustments.

If adding class(es)/lab(s) after being dropped for Non-Payment, Student Accounts signature is required.

Student has contacted Student Accounts to make arrangements to meet financial obligations. Student Accounts Representative Date

(C) Swap a course(s)? Yes (Courses being swapped must be taught by the same college & must be equivalent in number of credit hours.)

From: CRN Subject/Course No. Credit Hrs to CRN Subject/Course No. Credit Hrs Instructor's Signature (Required)

Signatures of Approval

Student *: _____ Date: _____

Check all that apply:

Graduating this Semester International Student Student Athlete

Financial Responsibility
*By signing this form, you have elected to accept financial responsibility for charges incurred as a result of registration or otherwise receiving good and valuable services from Auburn University at Montgomery.

Advisor: _____ Date: _____ Dean: _____ Date: _____
(*Please ensure appropriate override codes are in Banner) (*Required if 4 weeks after classes begin - 2 weeks if half-term)

Dept Head: _____ Date: _____ Assoc Provost: _____ Date: _____
(*Required if 2 weeks after classes begin - 1 week if half-term) (*Required if 4 weeks after classes begin - 2 weeks if half-term)

*Maymester requires all signatures.