

Outreach College Change of Registration Form

UH Number or Username: _____ Print Name: _____

Outreach College courses vary in length and start/end dates therefore, our courses often have a unique academic calendar with different refund deadlines and different add/drop/withdrawal deadlines. To view the course academic calendar go to <http://www.outreach.hawaii.edu/calendar/main.html>, select a term, and then enter the course reference number (CRN).

ADDS:

- Tuition is not included as part of UHM or any other campuses tuition. Cost for Outreach Courses is additional and charged per credit hour.
- Use ADD section to change variable credit hours. Last day to change variable credit hours is the same date as the last day to add a course.
- Use ADD section to change grading option. Last day to change a grading option is the same date as the last day to add a course.
- To audit a course, "audit" must be an acceptable grading mode for that course. Grading options are found on the course academic calendar.

COURSE REF NO (CRN)	Change Credit Hours mark "X"	CREDIT HOURS	Change Grade Option mark "X"	GRADING OPTION	SUBJECT	NUMBER	SECTION	INSTRUCTOR or DEPARTMENT SIGNATURE	DATE
				A-F CR/NC AUDIT					
				A-F CR/NC AUDIT					
				A-F CR/NC AUDIT					
				A-F CR/NC AUDIT					

DROPS:

COURSE REF NO (CRN)	CREDIT HOURS	SUBJECT	NUMBER	SECTION	INSTRUCTOR or DEPARTMENT SIGNATURE	LAST DATE ATTENDED/PARTICIPATED and INSTRUCTOR REMARKS

I will be changing from _____ to _____ credits.

If you receive benefits from an office listed below or are part of a special group, contact the office or coordinator to find out possible impacts.

<input type="checkbox"/> Financial Aid Services (drop in credit load below full time)	<input type="checkbox"/> International Student Services (on an F or J visa with drop in credit load below full time)
<input type="checkbox"/> Student Housing Services (drop in credit load below full time)	<input type="checkbox"/> Graduate Education (Graduate Assistants and tuition waiver recipients)
<input type="checkbox"/> Veterans Affairs (all changes)	<input type="checkbox"/> East-West Center (EWC grantees)
<input type="checkbox"/> National Student Exchange (drop in credit load below full time)	

Student Signature Date

Graduate Chair for Major Department Approval Date

Undergraduate College Student Academic Services Approval Date

Graduate Education Student Services Approval (Spalding 354) Date

School/College Remarks:

NOTE: If an **exception** to the course academic calendar deadline is made, be sure to indicate what has been approved then initial and date. (Example: Drop with W and 50% refund; Drop without W and no refund, etc. initial mm/dd/year)

Registrar Staff Date