

IMPORTANT: Students wishing to drop ALL courses in a term/semester must submit a [Leave of Absence Form](#) PRIOR to the first day of the term/semester or complete a [Withdrawal Form](#).

By requesting registration changes, you accept responsibility for any resulting tuition, fees, or impact to your Financial Aid eligibility. Please consult the catalog to review all registration policies and tuition refund schedule. **Important note: No changes Academic Recovery Plans are permitted.**

Failure to register during Open Registration will result in a \$100 late registration fee. Courses may not be added after the Add/Drop Deadline. Courses dropped after the Add/Drop Deadline are not eligible for a full refund and will result a "W" or "WX" grade. Submit COMPLETED form to: RegistrarOffice@pacificoaks.edu

SECTION I: STUDENT ACKNOWLEDGMENT (To be completed by the Student)

Student Signature:	Date:
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SECTION II: STUDENT INFORMATION (To be completed by the Student)

Name:		Student ID #:	
Address:		City:	State: Zip Code:
PO Email:	Phone:	Faculty Advisor:	
Current Academic Program:			
Degree Level (Select):		Discipline (Select):	

SECTION III: ADD/DROP (To be completed by the Student)

Add	Drop	Term/Year (e.g. Fall, Fall 1, or Fall 2 2015)	Class Code: (e.g. HD 500)	Section # (e.g. 1P)	Class Title	Instructor	Units

SECTION IV: APPROVAL (Approval by Academic Dean required for late add/drop and/or over a pre-/co-requisite hold)

Required if you are requesting to register over a pre-/co-requisite hold. Please obtain approval prior to submitting to the Registrar.

Academic Dean:	Date:
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SECTION V: PROCESSING (To be completed by the Registrar and Financial Aid)

Date Received:	Date Processed:	Late Registration Fee? Yes No	Unregistered or Dropped
Registrar Date & Initials:		Financial Aid Date & Initials:	Student Accounts Date & Initials
Comments:			