



## Registration Change Form - Add/Drop

<input type="checkbox"/> J-Term	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall
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- Please Note: This form is only required if a signature is needed for registration. Please use Murphy Online to add/drop if no signature is required.
- **Instructor(s) Only:** Your signature on this form will override any outstanding registration requirements (such as: pre-requisite(s); time conflicts; etc.) that prevented the student from registering in Murphy Online.

PLEASE FILL OUT THE FORM COMPLETELY AND SIGN BELOW

First Name	Last Name	St. Thomas ID
<input type="checkbox"/> FR. <input type="checkbox"/> SO. <input type="checkbox"/> JR. <input type="checkbox"/> SR. <input type="checkbox"/> Non-Degree <input type="checkbox"/> Parent-on-Campus Non-Degree		
Email Address (required for Non-Degree and Parent-On-Campus Non-Degree)		

Please fill out the form completely and sign below

Classes to be Added					
CRN	Dept.	Course Number & Section	Course Title	Advisor's Signature (First Semester Fr.) & Date	Instructor's Signature & Date

Classes to be Dropped				
CRN	Dept.	Course Number	Course Title	Advisor's Signature (First Semester Fr.) & Date

Please read the other side of this form for additional information and instructions.

Note: By signing below, I attest that I have read and understand the information on the front and back of this form. I also agree to have my registration changed by the Student Data & Registrar.

Signature of the Student	Date
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Please return this form to the Student Data & Registrar located in MHC 126 or by email [registrar@stthomas.edu](mailto:registrar@stthomas.edu)

## Instructions

1. Adding an Open Course
  - a. First Semester Freshmen: Must obtain permission from your advisor on this form and return it to the Student Data & Registrar's Office either in-person or via email. To change a section of your same class, you are NOT required to obtain permission from your advisor.
  - b. All other students: Register online using Murphy Online until the published dates for changes in registration. After these deadlines, you must obtain the permission of the instructor.
2. Closed Course
  - a. All students must obtain the permission from the instructor on this form and return it to the Student Data & Registrar.
  - b. First Semester Freshmen must also obtain permission from their advisor.
3. Dropping a Course
  - a. First semester Freshmen: Must obtain permission from your advisor on this form and then return it to the Student Data & Registrar.
  - b. All other students: Drop online using Murphy Online until the published date for changes in registration. After this time, complete this form and return it to the Student Data & Registrar.

Note: There may be billing or financial aid implications when changing from one section of a course to another or when replacing one course with another. Questions about billing implications should be referred to the Business Office (651) 962-6600. Questions about financial aid implications should be referred to Student Financial Services (651) 962-6550.

4. [Wait Listing a Course](#)
  - a. Students can waitlist for a course only after it has reached its maximum enrollment.
  - b. Students who are wait-listed are NOT enrolled in the class.
  - c. Students are notified via St. Thomas email when a seat in the course is available and have 24 hours to register, or they will forfeit their place on the waitlist.
  - d. Prerequisites must be complete before a student can wait-list a course.
5. Processing Adds and Drops
  - a. The form must be returned to the Student Data & Registrar Office either by email, in-person, or fax (651) 962-6710.
6. Tuition Refund Schedule (for Undergraduate Spring and Fall terms)
  - a. Tuition refunds for courses dropped during the academic year are made according to the following schedule. For specific dates, please contact the Business Office.

Through the 10 <sup>th</sup> day of the term	100%
On the 11 <sup>th</sup> through the 15 <sup>th</sup> day of the term	80%
On the 16 <sup>th</sup> through the 20 <sup>th</sup> day of the term	60%
On the 21 <sup>st</sup> through the 25 <sup>th</sup> day of the term	40%
On the 26 <sup>th</sup> through the 30 <sup>th</sup> day of the term	20%
After the 30 <sup>th</sup> day of the term	0%

Note: The days of classes are counted from the first day of the term, not the first meeting day of the course being changed.