



REGISTRATION, ADD, DROP, & WITHDRAWAL FORM

Office of the Registrar

This Form Must Be Returned to the Registrar's Office to Ensure Processing. Refer to the online class schedule, www.utdallas.edu, to determine advisor approval. Please print legibly.

Student Name: Last Name _____ First Name _____ MI _____

UTD-ID:

Semester (check processing term)

Fall 20 _____ Spring 20 _____ Summer 20 _____

Registration/Add/Drop/Withdrawal									
In the first column below, circle the code that corresponds to your enrollment request.									
R=Register and Add D=Drop (circle one)		5-Digit Call Number	Subject Prefix	Course #	Section #	Credit Hours	Instructor Signature	Undergrad Withdrawal Grade (Circle One)	
R	D							WP	WF
R	D							WP	WF
R	D							WP	WF
R	D							WP	WF
R	D							WP	WF
R	D							WP	WF
R	D							WP	WF
R	D							WP	WF
R	D							WP	WF
R	D							WP	WF

Withdrawal From UTD
 I wish to withdraw from UTD. I do not plan to return to UTD. (WU)

Class Withdrawal Reason
 Academic Reasons
 Non-academic Reasons

Undergraduates: If your withdrawal is for any non-academic reason, you must submit a petition to withdraw through the Director of Undergraduate Advising. If you do not submit a petition in a timely manner, your withdrawal will be treated as an academic withdrawal.

I understand it is my responsibility to withdraw from courses for which I am registered and do not attend, and it is my responsibility to read and understand the deadlines for refunds and for dropping classes according to the calendar in the class schedule. I further understand and agree that payment for tuition and fees is due by the published date in the schedule to avoid cancellation of my classes. I also understand that any refund will be based on the refund schedule set forth in section 54.006 of the Texas Education Code published in the UTD Catalog. Please Note: All withdrawals are subject to the rules and deadlines in the online class

Student: _____ Date _____ School/Associate Dean: _____ Date _____

Advisor: _____ Date _____ Under/Graduate Dean: _____ Date _____

International Student Office: _____ Date _____