



# 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](http://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 Class Number REQUIRED	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 \_\_\_\_\_