1. **STUDENT INFORMATION**

Last, First, MI

University ID Number

Phone Number

WSU Email Address

2. **STUDENT ACKNOWLEDGEMENTS**

- Check if you are dropping all classes and withdrawing from Wright State University
- Check if you do not want to be billed for Student Health Insurance
- Check to Waive Optional Legal Services fees
- Check to Waive Optional Counseling and Wellness Services fees

3. **STUDENT REGISTRATION ACTIVITY REQUESTED**

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<th>COURSE INFORMATION</th>
<th>APPROVAL(S) – Online entry of approvals in Banner/WINGS Express is preferred</th>
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* A reduction in credits hours and/or withdrawing from courses may affect financial aid.

*Note to Approver(s): Online entry of approvals in Banner/WINGS Express is preferred. Otherwise, be sure to check all appropriate permission box(es) and all appropriate approvers must sign the form to authorize registration. A check only in the instructor, department, or audit box will not authorize registration into a closed class.

4. **STUDENT REGISTRATION AGREEMENT, FINANCIAL AID AWARENESS, AND PROMISE TO PAY**

By signing this agreement with Wright State University, I am requesting to be registered for classes and promise to assume financial responsibility for the payment of all my education-related charges and fees associated with my student account and to pay those charges when due. I also acknowledge that I am aware that changes in course registration (drop or add) may affect my financial aid award. In the event my account becomes past due, I acknowledge that a registration and transcript hold will be placed on my account and my account may be reported to the credit bureau and referred to the State of Ohio Attorney General’s Office for collection. I agree to pay all late fees, collection costs, and attorney fees related to the collection of my account.

**Drop/Add or Withdrawal Procedures**

1. Consult Wings Express/class schedule to see if department or instructor approval is required for your registration or if the course has a prerequisite.
2. If class is for audit, instructor signature is required. (Changes from audit to credit or from credit to audit cannot be made after the first week of the semester or day 2 of a short term).
3. If you are a senior wishing to take a graduate level course, you must get a signed “Senior Permission Form” from the School of Graduate Studies (E-344 Student Union).
4. Closed class permission MUST be dated and are valid for only 7 days. After day 7, a new form must be submitted.
5. University Honors Program approval is required for closed Honors courses.
6. If you register after the first week of a semester or after day two of a short term, instructor permission is required.

Questions: RaiderConnect Phone: 937-775-4000, Fax: 937-775-4410

If faxing or emailing this form, you MUST also send a legible photo ID before your request will be processed.

1/28/2020

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