

# Registration Activity Form

PLEASE PRINT CLEARLY

Use adobe to complete the form

Year: \_\_\_\_\_

Term: ☐ Fall ☐ Spring ☐ Summer

## 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.

3. ☐ Check if you using the 60 and Up Program

\*Only required if adding a course that requires approval

## STUDENT REGISTRATION ACTIVITY REQUESTED

COURSE INFORMATION							APPROVAL(S) – Online entry of approvals in Banner/WINGS is preferred								Date	Phone Ext	
Add	* Drop	CRN	Subj	Course	Section	# Cr Hrs	✓ Check all that apply							Closed Class Permission is valid for seven (7) days. Instructor Permission is valid for three (3) business days.			
							Instructor	Dept	Pre-Req	Co-Req	Audit	College	Program				Closed Class
<input type="checkbox"/>	<input type="checkbox"/>																
<input type="checkbox"/>	<input type="checkbox"/>																
<input type="checkbox"/>	<input type="checkbox"/>																
<input type="checkbox"/>	<input type="checkbox"/>																
<input type="checkbox"/>	<input type="checkbox"/>																

\* A reduction in credits hours and/or withdrawing from courses may affect financial aid.

Undergraduate Approval to Exceed Max Cr Hrs (>20): \_\_\_\_\_ (Advisor)

Graduate Approval to Exceed Max Cr Hrs (>16): \_\_\_\_\_ (Advisor) \_\_\_\_\_ (Dept Chair)

\_\_\_\_\_  
(Dean of Grad School)

## 5. 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.

Student Signature

Date

OFFICE USE

### Drop/Add or Withdrawal Procedures

1. Consult Wings/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. University Honors Program approval is required for closed Honors courses.
5. Instructor Permission for late registration required after the first week of a semester or after day two of a short (A/B/X-Flex) term.
6. Instructor Permission for late registration must be dated and is valid for three (3) business days.
7. Closed Class Permission must be dated and is valid for seven (7) days