

# Request for Registration Action

Graduate and Undergraduate

Year: \_\_\_\_\_ Semester: Fall Spring Summer OR  
 Term: Jan-Mar Term 1 Apr-Jun Term 2 Jul-Sep Term 3 Oct-Dec Term 4

Last Name	First Name	Middle Name	AU ID
College/School	Major	Visa Status	AU Email

**1 Add a Course(s)**  
 Use Independent Study or Internship forms to register/add those courses.

Course # / Section	Course Title	Credit Hours	Grade Type	Department waiver and/or Authorization

**2 Drop or Withdraw From a Course(s)**  
 This form should not be used to drop or withdraw from all classes nor should it be used to drop or withdraw from the last class. The Drop or Withdraw From All Classes form is for those purposes. The date this form is received by the OUR will be the effective date of drop or withdrawal unless supporting documentation from the instructor is attached verifying the last date of attendance.

Course # / Section	Course Title	Credit Hours	Grade Type	Last Date of Attendance Attached	
				Yes	No
				Yes	No
				Yes	No
				Yes	No

**3 Even Exchange of one course for another course of the same credit value**  
 Complete sections 1 and 2.

**4 Change of Credit Value, Title, or Instructor (Instructor Signature Required)**  
 Only for Internship, Independent Study, or Substantial Research Paper (SRP)

Course # / Section	Course Title	Credit Hours	Instructor
	From:	From:	From:
	To:	To:	To:
	From:	From:	From:
	To:	To:	To:

Note: ISSS Signature required when J-1 or F-1 UG students drop below 12 credits, or Grad students drop below 9 credits

Student (Please Print)	Student Signature	Date
ISSS for J-1 or F-1 Students (Please Print)	ISSS Signature for J-1 or F-1 students	Date
Instructor (Please Print)	Instructor Signature	Date
Academic Unit Designee (Please Print)	Academic Unit Designee Signature	Date

**Signed form must be submitted to Office of the University Registrar via email at [registration\\_services@american.edu](mailto:registration_services@american.edu).**