

University of Arkansas

Administrative Change of Registration

ID#: _____ Name: _____ Email: _____
 Year: _____ Term: _____ College: _____ GRAD UGRD

Department or Dean's Office Use Only
Reason for Administrative Action *Form will be returned if appropriate boxes are not checked or has missing information.*

- | | | |
|--|---|---|
| Overrides | Adjust Fees <input type="checkbox"/> Yes <input type="checkbox"/> No | Final Grade Roster Clean Up Only |
| <input type="checkbox"/> Full Class (Instructor & Department Head Sign) | <input type="checkbox"/> Placement | <input type="checkbox"/> Never attended. No fee adjustment. |
| <input type="checkbox"/> Class Time Conflict (Instructor & Student Sign) | <input type="checkbox"/> Advising Error | |
| <input type="checkbox"/> Co/Pre/Dual Requisite (Instructor & Department Head Sign) | <input type="checkbox"/> Lacks Pre-requisite(s) | |
| <input type="checkbox"/> Consent Required (Instructor Sign) | <input type="checkbox"/> Section (or Class) Cancelled | |
| <input type="checkbox"/> Late Registration (All Sign) | <input type="checkbox"/> Change of Section or Section Added | |
| <input type="checkbox"/> Other- See explanation | <input type="checkbox"/> Waive late registration fee (explanation required) | |

Explanation: _____

Action	ISIS Class #	Subject	Catalog #	Section #	Variable Hrs.	Student's Location	Instructor's Signature
EXAMPLE	2992	PHYS	502V	001	2	AR Arkansas	Ray Z. Orback
D							
R							
O							
P							
A							
D							
D							
AUDIT							
AUDIT							

 Student's Signature Date

 Student's Dean's Signature Date

 Department Head's Signature Date

 Instructor's Dean's Signature Date

Office of the Registrar Use Only
Your request cannot be processed due to

- | | |
|---|---|
| <input type="checkbox"/> Exceeds term limits
<input type="checkbox"/> Change creates a time conflict with _____.
<input type="checkbox"/> Is already in section _____ of the same class.
<input type="checkbox"/> The class number does not match class for this term.
<input type="checkbox"/> Has a _____ hold. | <input type="checkbox"/> Is missing the Student's Location Indicator
<input type="checkbox"/> Is missing a co/pre/dual-requisite for this add
<input type="checkbox"/> Will be missing a co/pre/dual-requisite if this class is dropped
<input type="checkbox"/> Is missing number of variable credit hours.
<input type="checkbox"/> Missing signature from _____. |
|---|---|

Other Reason: _____

 Posted to ISIS Date

 Returned By Date