



# REGISTRATION, ADD, DROP & WITHDRAWAL FORM

Refer to the Academic Calendar online to determine advisor approval. Please print legibly.

Student Name: Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

UTD-ID: 

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Semester: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Registration/Add/Drop/Withdrawal In the first column below, circle the code that corresponds to your enrollment request					
R=Register/Add D=Drop (Circle One)	5-Digit Class Number	Subject Prefix	Course #	Section #	Credit Hours
<input type="checkbox"/> R	<input type="checkbox"/> D				
<input type="checkbox"/> R	<input type="checkbox"/> D				
<input type="checkbox"/> R	<input type="checkbox"/> D				
<input type="checkbox"/> R	<input type="checkbox"/> D				
<input type="checkbox"/> R	<input type="checkbox"/> D				
<input type="checkbox"/> R	<input type="checkbox"/> D				
<input type="checkbox"/> R	<input type="checkbox"/> D				
<input type="checkbox"/> R	<input type="checkbox"/> D				

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 Academic Calendar. I further understand and agree that payment for tuition and fees is due by the published date in the Academic Calendar 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 Academic Calendar.

**Withdrawal From UTD.** I do not plan on returning 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.

**Exceptions:** Any registration, add or withdrawal attempts made past the deadlines listed in the Academic Calendar must be approved by the School or Associate Dean and the Undergraduate or Graduate Dean. After approvals have been obtained, return the completed form to the advisor or Registrar's Office for processing.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

School/Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Under/Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**Attention F-1 and J-1 Students:** Withdrawing from courses may have immigration consequences. These include the need to apply for updated immigration documents. Ensure that you understand the potential consequences to your immigration status prior to withdrawing from any courses.