



**Office of the Registrar**  
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 http://www.stevens.edu/registrar

## Change of Enrollment

LAST NAME				STUDENT IDENTIFICATION NUMBER	
FIRST NAME				MIDDLE NAME	
MAILING ADDRESS OR SIT BOX		STREET			<input type="checkbox"/> UNDERGRADUATE CLASS OF 20 ____ <input type="checkbox"/> GRADUATE
CITY		STATE	ZIP CODE		
STUDENT SIGNATURE <span style="float: right;">DATE <u>4/15/20</u></span>					

- The signature of the instructor and reason is required for prerequisite waivers, waiving cap, etc.
- The signature of the instructor is required for adds after the end of the drop/add period.
- Drops after the end of the drop/add period will be recorded as withdrawals (**W**) on the transcript.
- For Graduate Withdrawals:** The signatures of the instructor, advisor and the Dean of Graduate Academics are required after the specified date in the academic calendar.
- For Undergraduate Withdrawals:** The signatures of the instructor and approval of the Office of Undergraduate Academics are required after the specified date in the academic calendar.

**TERM:** ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER I ☐ SUMMER II ☐ YEAR TERM    **YEAR:** 20 \_\_\_\_

**ADD**

SUBJECT (e.g. MA)	NUMBER (e.g., 123)	SEC. (e.g., A)	CRED.	INSTRUCTOR'S SIGNATURE	DATE	REASON FOR OVERRIDE (INSTRUCTOR USE ONLY)

### DROP/WITHDRAW \*\*

SUBJECT	NUMBER	SEC.	CRED.	INSTRUCTOR'S SIGNATURE	DATE	NOTES (INSTRUCTOR USE ONLY)

### APPROVAL SIGNATURES

\_\_\_\_\_  
 (Graduate students only) ADVISOR (Drops after the specified date) DATE

\_\_\_\_\_  
 OFFICE OF UNDERGRADUATE ACADEMICS/DEAN OF GRADUATE ACADEMICS (Drops after the specified date) DATE

\_\_\_\_\_  
 REGISTRAR DATE

ADVISOR/DEAN SPECIAL INSTRUCTIONS: