



AUMINTERNALMEMORANDUM

Student Name: _____ Daytime phone #: (____) _____ Today's Date: _____

(Please Print)

Student's Major: _____ Student's ID #: S _____ Student's E-mail: _____

College of Arts & Sciences Status: Freshman Unclassified Course Semester: Fall
 Business Sophomore Transient Spring
 Education Junior
 PP & J Senior
 Nursing Graduate Student Summer
 H/Sci.

STUDENT'S SIGNATURE

A. INDEPENDENT STUDY _____ OR CLASS AUDIT _____

Department _____ Course Number _____ CRN: _____ Number of Hours _____

Advisor Signature

Department Head Signature

B. ATTEMPT MORE THAN 18 HOURS IN ONE SEMESTER (UNDERGRADUATE) Number of hours requested _____

OR

ATTEMPT MORE THAN 12 HOURS IN ONE SEMESTER (GRADUATE) Number of hours requested _____

Advisor Signature

Department Head Signature

C. REGISTER FOR A CLOSED CLASS

DEPARTMENT _____

Lecture Course Number _____ Lecture CRN: _____ Course Title _____

Lab Course Number _____ Lab CRN: _____ Lab Title _____

Lecture Instructor Signature

Lab Instructor Signature

Department Head Signature

D. ADD A CLASS AFTER CLASS HAS MET FOR THE 2nd TIME

DEPARTMENT _____

Lecture Course Number _____ Lecture CRN: _____ Course Title _____

Lab Course Number _____ Lab CRN: _____ Lab Title _____

Lecture Instructor Signature _____ Lab Instructor Signature _____ Has student been attending class? Yes No Dept. Head Signature _____

E. ADD A CLASS AFTER BEING DROPPED FROM CLASS FOR NON-PAYMENT

DEPARTMENT _____

Lecture Course Number _____ Lecture CRN: _____ Course Title _____

Lab Course Number _____ Lab CRN: _____ Lab Title _____

Lecture Instructor Signature

Lab Instructor Signature

Department Head Signature

TAKE THIS FORM TO CASHIER'S OFFICE FOR REGISTRATION

F. WITHDRAW FROM CLASS AFTER LAST DAY TO DROP.

DEPARTMENT _____

Reason for withdrawing: _____

(Attach Documentation)

Lecture Course Number _____ Lecture CRN: _____ Course Title _____

Lab Course Number _____ Lab CRN: _____ Lab Title _____

Lecture Instructor Signature

Lab Instructor Signature

Department Head Signature

Associate Dean of College Signature