# Change of Registration, Official Withdrawal, Leave of Absence Form

**(Please Press firmly)**

**Term**_____

Name_____ Social Security Number_____

(Last) (First) (Middle) Student ID # _____

Permanent Address_____ Telephone Number _____Program_____

## Change of Registration

| Dept | Course No | Section No | Course Title | Credit Hour | Time | Days | Circle One A = Add W = Withdraw | Reason for drop (see back side for code) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | A - W | |
| | | | | | | | A - W | |
| | | | | | | | A - W | |
| | | | | | | | A - W | |
| | | | | | | | A - W | |

**Student Signature** _____ **Date** _____

**Advisor's Signature**_____ **Date**_____

Check Appropriate box (see reverse side for instructions)

☐ **Leave of Absence** (List each semester. Maximum for Leave of Absence is one year)
_____ Fall (enter year) _____ Spring (enter year)_____ Summer (enter year)

☐ **Withdraw from College**
Effective Date_____

List reason for Leave of Absence or Withdraw from College: _____

_____

_____

_____

1. _____
Student Accounts Date

2. _____
Financial Aid Date

3. _____
Program Director Date

Credit hour change from _____ to _____ Input by _____ Date _____

Clarkson College-MS Rev 1/04 Registrar: Original Financial Services: Yellow Advisor: Pink Student: Goldenrod