

CHANGE OF REGISTRATION FORM

THE UNIVERSITY OF IOWA

* = required field

Procedure:

Check with your advisor, department, or the “Changes in Registration” on the Registrar’s website for information on the rules and regulations that govern changes in registration. If you need more information, please see the [Student Academic Handbook](#). **Note: Changes in registration become effective on the date the form is processed in the Registrar’s Service Center, 17 Calvin Hall. Hours 8:00 am – 4:30 pm M-F.**

Signatures:

- **Advisor-** The signature of the academic advisor is required except for change from one, section, lab, or discussion to another. Advisor signature is not required for students enrolled in the Tippie College of Business.
- **Dean of College-** The signature of the dean is needed only if you are making a change after the stated deadline for that change (see the Registrar’s “Course Deadlines”). Undergraduate students need the signature of the dean of the college that the course is offered in. Graduate and Professional students need the signature of the dean of the college the student is enrolled in.

Change of Registration Fee:

A fee is assessed for every change processed after the “last day to drop or add courses without a charge”. See the Registrar’s “Course Deadlines Lookup” at [Registrar’s website](#). The University may change fees with the approval of the Board of Regents.

Tuition & Fee Adjustment:

Tuition and fees are assessed based on the “fee hours” for which you are enrolled. Tuition and fees will not be adjusted downward after the published deadline on the [Registrar’s website](#).

I understand that making changes to my registration might affect:

- my financial aid
- my health insurance
- my progress toward degree
- or have other consequences

Student Information:

*University ID

*Your College of Enrollment

*Name (Please Print)

*Semester/Session

Choose Action:*

Drop a Class

Add a Class

Change Section

Change Hours

Registration Change:*

Action	Subject	Course	Lab/Disc/Sect.	Course Title	S.H.
DROP					
ADD					

Signatures:

Your Advisor's Signature

Date

Dean of College (after deadline)

Date

Instructor Signature (Section Dropped)

Date

Intercollegiate Athletics (if required)

Date

Instructor Signature (Section Added)

Date

ISSS (required for International Students, drops only)

Date

[Click here if change is for past session](#)