Lincoln University

Oakland, California

Instructions for Change in Registration Form

What is the Purpose of the form?

This form is required for changing in courses that students would like to take in the current semester. Students need the Change in Registration Form in order to drop or add course(s).

How is the Form Used?

Students must

- Fill out the Change in Registration Form
- Have instructor's approval for the adding or dropping class(s)
- Submit to Registrar Office for approval

Notes

1. There is a $20 fee for each add or drop transaction before adding or dropping deadline of current semester.
   A late fee of $50 will be charged for any transaction of change in registration after deadline.

2. Student can check the last day classes may be added/dropped without academic penalty of each semester in Lincoln University's academic calendar in
   - The University's website (Home > Academics > Academic Calendar & Schedules) or visit http://www.lincolnuca.edu/academics/index#/academics/calendar
   - Lincoln University Academic Catalog

3. Students must also show their original registration form (student's copy) when they submit this form. If the University cannot confirm the student's original registration record, the change in registration will not be processed.

Part I: Student Information Table:

Students must complete this form with the accurate registration number and student ID number. For the registration number, please find in registration form that you receive after registration.

Select the box of your current program (DBA, MS, MBA, BA, BS, AS, UT, IEAP, or Editor)
Select the box of your legal status (U.S. Citizen, or International student)
Select the box to indicate whether you have financial aid or not. If you have financial aid, please also provide your Social Security Number (SSN)
Select the box to indicate whether you are currently registered for internship or externship only or not.

Part II: Class(es) you are adding or dropping
If you are adding more class(es), please fill in the "TO ADD" table.
If you are dropping your class(es), please fill in the "TO DROP" table.
Write the course no., Course title, number of units of the course(s), and have the instructor's approval or instructor's remarks in the right column of the table.
Put your signature in the "Student's Signature" field.
Please leave the bottom part that says "Do not write below this area" empty.

Please note that **any incomplete forms will not be processed.** Students should make sure to provide all the required information before submission.