



Registration Form

This form is used for students to add or drop courses to their schedule.

Contact Information	
Name:	G #:
Date:	Phone:
Address:	
Registration Information	
Year:	Semester:

Register (Add)				Drop			
CRN	Subject & Course	Section	Credits	CRN	Subject & Course	Section	Credits

To be completed if student is in other than good standing

Advisor Name (Please Print)	Advisor Signature	Date

To be completed in case of a time conflict

Conflicting Courses	Instructor Name (Please Print)	Instructor Signature	Date

To be completed if adding or withdrawing late (see college for additional specific requirements)

Approval	Name (Please Print)	Signature	Date
Instructor			
Department Chair			

Late Adds also require the Academic College Dean's Office Approval

Dean of Academic
College

_____	_____	_____
Name (Please Print)	Signature	Date

Directions for late adds and late withdrawals can be found at: gvsu.edu/registrar/dropaddschedule

Completed forms may be returned to the Student Assistance Center in Allendale (150 Student Services) or the Grand Rapids Pew Campus (115C DeVos) in person, by fax to (616) 331-2000, by email to regdept@gvsu.edu, or by mail to the Registrar's Office, 150 Student Services, Allendale, MI 49401.

Registration Form Instructions

General Registration Processes for Adding and/or Dropping Courses Prior to Registration Deadlines

1. **Option 1** – Use [Banner](#) to register or make changes to your schedule online.
2. **Option 2** – Use the online [Registration Form](#):
 - Write /Type your name, G#, year, and semester at the top.
 - List the courses you want to add and/or drop in the appropriate columns. Be sure to include:
 - Course Registration Number (CRN)
 - Course name (like PSY or ACC)
 - Course number
 - Section and credits.
 - **Save the Form**
 - **Email the Form** to RegDept@gvsu.edu or, print the form and take it to the Student Assistant Center in 150 STU (Allendale) or 115C (DeVos Center).
 - **Wait for Email Confirmation from Registrar:** Check Banner to make sure your courses are added and make any associated tuition payments by the deadlines to avoid being dropped from classes.

How to Register if Your GPA is Below 2.00

1. **Make an Advising Appointment:** Use [Navigate](#) to schedule a meeting with your academic advisor.
2. **Fill Out the Form:** Follow the same steps as above.
3. **Get Your Advisor's Signature:** Ask your advisor to sign the form in-person or electronically.
4. **Email the Form:** Student sends the completed form to RegDept@gvsu.edu
5. **Wait for Email Confirmation from Registrar:** Check Banner to make sure your courses are added and make any associated tuition payments by the deadlines to avoid being dropped from classes.

How to Register for Classes with Time Conflicts

1. **Fill Out the Form:** Complete the top part of the form and list the conflicting courses.
2. **Add Instructor Names:** Write both instructors' names in the specified area.
3. **Send to Instructors:** Email the form to both instructors and ask for their approval.
4. **Get Their Signatures:** Make sure both instructors sign the form electronically.
5. **Email to Registrar:** Student sends the signed form to RegDept@gvsu.edu
6. **Wait for Email Confirmation from Registrar:** Check Banner to make sure your courses are added and make any associated tuition payments to avoid being dropped from classes.

How to Add Courses After the Drop/Add Deadline

1. **Fill Out the Form:** Complete the top part of the form as explained above.
2. **Use Separate Forms:** Fill out one form for each course to be added late.
3. **Draft a Brief Statement:** Provide a brief summary to explain the reason for the late add.
4. **Get Signatures:** Ask the instructor, [unit head for the course, and respective dean of the college](#) for their electronic signatures on each form, [in that order](#).
5. **Email the Completed Form to Registrar:** check with dean's office to determine who will send the form to the Registrar at RegDept@gvsu.edu
6. **Wait for Email Confirmation from Registrar:** Check Banner to make sure your courses are added and make any associated tuition payments to avoid being dropped from classes.

How to Drop and Add Courses at the Same Time After the Deadline

1. **Fill Out the Form:** Complete the top part of the form as explained above
 2. **Use Separate Forms:** Fill out one form for each combination of courses to be added and dropped.
 3. **Draft a Brief Statement:** Provide a brief summary to explain the reason for the late drop/add.
 4. **Get Signatures:** For the courses to be added, ask the instructor, [unit head for the course, and respective dean of the college](#) for their electronic signatures on each form, [in that order](#). Signatures are not required for the courses to be dropped.
 5. **Email the Completed Form to Registrar:** check with dean's office to determine who will send the form to the Registrar at RegDept@gvsu.edu
 6. **Wait for Email Confirmation from Registrar:** Check Banner to make sure your courses are added and make any associated tuition payments to avoid being dropped from classes.
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How to Drop a Course After the Final Withdrawal (W) Deadline

1. **Check the Deadline:** The withdrawal deadline is usually before the 11th week of classes for full semester classes. For part of term courses, check <https://www.gvsu.edu/registrar/course-index.htm> for your withdrawal deadline.
2. **Talk to Your Instructor:** Discuss your situation and get their approval.
3. **Fill Out the Form:** Complete the form and get the instructor's signature (some departments may have additional steps or forms to fill out).
4. **Contact the Unit Head:** Ask the [Unit Head](#) for their approval and signature.
5. **Submit the Form:** Email it to SASC@gvsu.edu before 5:00 p.m. on the Friday before exam week.
6. **Wait for Email Confirmation from Registrar:** Check Banner to make sure your courses are dropped.