REGISTRATION, ADD, DROP, & WITHDRAWAL FORM

This Form Must Be Returned to the Registrar’s Office to Ensure Processing. Refer to the online class schedule, www.utdallas.edu, to determine advisor approval. Please print legibly.

Student Name: Last Name_______________________________________ First Name______________________________ MI______

UTD-ID: ________________ ________________ ________________ ________________ ________________ ________________ ________________

Semester (check processing term)
☐ Fall 20_______  ☐ Spring 20_______  ☐ Summer 20_______

Registration/Add/Drop/Withdrawal

In the first column below, circle the code that corresponds to your enrollment request.

| R=Register and Add | D=Drop \n\n| 5-Digit Class Number REQUIRED | Subject Prefix | Course # | Section # | Credit Hours | Instructor Signature |
|---------------------|---------------|----------|-----------|--------------|----------------------|
| R                   | D             |          |           |              |                      |
| R                   | D             |          |           |              |                      |
| R                   | D             |          |           |              |                      |
| R                   | D             |          |           |              |                      |
| R                   | D             |          |           |              |                      |

I wish to withdraw from UTD. I do not plan to return to UTD. ☐ (WU)

Class Withdrawal Reason

☐ Academic Reasons
☐ Non-academic Reasons

Undergraduates: If your withdrawal is for any non-academic reason, you must submit a petition to withdraw through the Director of Undergraduate Advising. If you do not submit a petition in a timely manner, your withdrawal will be treated as an academic withdrawal.

I understand it is my responsibility to withdraw from courses for which I am registered and do not attend, and it is my responsibility to read and understand the deadlines for refunds and for dropping classes according to the Academic Calendar. I further understand and agree that payment for tuition and fees is due by the published date in the Academic Calendar to avoid cancellation of my classes. I also understand that any refund will be based on the refund schedule set forth in section 54.006 of the Texas Education Code published in the UTD Catalog. Please Note: All withdrawals are subject to the rules and deadlines in the Academic Calendar.

Student: ___________________________________________ Date ____________ School/Associate Dean: __________________________ Date ____________

Advisor: ___________________________________________ Date ____________ Under/Graduate Dean: __________________________ Date ____________

International Student Office: __________________________ Date ____________