

Mayville State University- Office of Academic Records

Registration Action Form

Student: Degree Non-Degree
 (no advisor signature needed)

Term: Fall Spring Summer

Name: _____
 (Please Print) Last First MI

Student ID: _____

Student Signature: _____
 A typed signature is considered official

Date: _____

To withdraw from a term at Mayville State, Complete the Cancellation/Withdrawal Form.

Action# _____	Class# _____	Subject: _____	Catalog# _____	Units: _____
Course Title: _____			Grade Option: _____	
Signatures (where required):				
Advisor: _____			Date: _____	
Instructor: _____			Date: _____	
Division Chair: _____			Date: _____	
Financial Aid Officer, Veteran Officer, Athletic Officer, or VPAA as needed: _____			Date: _____	

Action# _____	Class# _____	Subject: _____	Catalog# _____	Units: _____
Course Title: _____			Grade Option: _____	
Signatures (where required):				
Advisor: _____			Date: _____	
Instructor: _____			Date: _____	
Division Chair: _____			Date: _____	
Financial Aid Officer, Veteran Officer, Athletic Officer, or VPAA as needed: _____			Date: _____	

RETURN COMPLETED FORM TO: OLD MAIN 114 OFFICE OF ACADEMIC RECORDS OR BY EMAIL TO RECORDS@MAYVILLESTATE.EDU

Action Number	Signature(s) Required
1. ADD within first 10 days	(no signature required)
2. DROP within first 10 days	(no signature required)
3. DROP after first 10 days	Advisor, Instructor If Fin Aid-Fin Aid Office, If Athlete-Athletic Officer, If Vet- Vet Officer
4. DROP below full time (FT=12 units)	Advisor, Instructor If Fin Aid-Fin Aid Office, If Athlete-Athletic Officer, If Vet- Vet Officer
5. Override Full Class (Class limit)	Advisor, Instructor
6. Add a class after deadline (Action date)	Advisor, Instructor and Division Chair If Fin Aid – Fin Aid Officer, If Athlete-Athlete Officer, If Vet-Vet Officer
7. Increase or decrease class units by last day to add	Advisor, Music Instructor or Coach If Fin Aid-Fin Aid Office, If Athlete-Athletic Officer, If Vet- Vet Officer
8. Elect audit grading (no credit) by last day to add	Advisor, Instructor (1 st Day of Classes-Last Day to Add)
9. Elect S/U grading option by last day to add	Advisor, Instructor (1 st Day of Classes-Last Day to Add)
10. Overload to more than 22 units Summer/Fall/Spring	Advisor & VP of Academic Affairs If Fin Aid-Fin Aid Office, If Athlete-Athletic Officer, If Vet- Vet Officer
11. Section change (SWAP)	Advisor, Instructor(s)
12. Override pre-requisites missing	Advisor, Instructor or Division Chair
13. Time Conflict	Advisor, Instructor of each section (through las day to add)
14. Department consent	Instructor or Division Chair <i>Note: Nursing students contact Nursing Administrative Coordinator</i> <i>Note: Education students contact Education Administrative Coordinator</i>

NOTE: An Admirative Petition is required to change registration after last day to drop

NOTE: The signatures required are for actions done before deadlines (unless otherwise noted).

_____ Processed _____ Date