

Graduate College Registration Revision Form

This form is to be used for all late course changes and corrections, except if dropping all courses for the term. A Graduate Student Petition (Graduate College form) or Petition to Register After the Deadline (Office of Registration and Records form) may also be required. See complete instructions (pg 2). Students must obtain the signatures of the department offering the course(s) and the director of graduate studies (DGS) of your program before submission to the Graduate College. Non-degree students do not require the signature of the DGS.

If you have a registration hold on your account, course add transactions (II. or III.) will not be processed by the Office of Registration and Records.

Last/Surname/Family Name _____ First/Given _____ UIN _____
 UIC E-mail _____ Phone (day) _____
 Your program _____ Degree sought _____

TERM: _____ YEAR: _____ LEVEL (check one): Graduate Degree-seeking (2G) Graduate Non-degree (2Y)

I. COURSE(S) TO BE DROPPED				II. COURSE(S) TO BE ADDED			
Course Reference #	Subject	Course #	Credit Hours	Course Reference #	Subject	Course #	Credit Hours
Ex: 36182	MGMT	541	4				

III. CHANGE OF SECTION FOR A COURSE (Same course #)					IV. CHANGE OF HOURS FOR VARIABLE-CREDIT COURSE(S) (Same course reference #)			
Current Course Reference #	New Course Reference #	Subject	Course #	Credit Hours	Course Reference #	Subject	Course #	Variable Credit Hours From To

I am attempting to (check all that apply – (see pg. 2 for more information):

- Drop a course after the deadline (and remain in the other courses) – Table I
- Late register (I am not registered for anything and it is past the registration deadline) – Table II
- Add a course after the deadline (and I am already registered for another course) – Table II
- Change the section of a course for which I am currently registered – Table III
- Change the hours of a variable-credit course for which I am already registered – Table IV

I have a fellowship, assistantship or tuition waiver for the term listed above: NO YES - Type: _____

Students receiving an assistantship must maintain a minimum registration through the end of the term of eight hours in Fall and Spring and three hours in Summer to retain the tuition and fee waiver. Summer registration is optional for assistants, but if you do register, a minimum of three hours is required to retain the waiver. Your program or visa status may require you to maintain more than these minimums. Recipients of fellowships and tuition and service-fee waivers administered by the Graduate College must maintain a minimum registration through the end of the term of twelve hours in Fall and Spring and six hours in the Summer.

Student Signature _____ Date _____ Department Offering Course Approval (II, III & IV only) _____ Date _____
 Director of Graduate Studies Signature _____ Date _____ Graduate College Signature (see instructions on pg. 2) _____ Date _____

INSTRUCTIONS

The *Graduate College Registration Revision Form* must be used for all course transactions after the registration deadline has passed (i.e. no longer supported via the Web-based registration system), except if you are dropping all courses for the term (see below). Several transactions also require a petition with the revision form. The different scenarios are described below. **Please be aware that course adds will not be processed by the Office of Registration and Records if you have a registration hold.** Any course request after the tenth week (fifth in Summer) or for a term that has already ended, must be accompanied by a *Graduate Student Petition*. Approval is not guaranteed for any transaction. NOTE: All transactions before the deadline must be done [online](#) by the student.

There are various registration requirements for recipients of financial awards. It is your responsibility to ensure that the requested transaction does not jeopardize your award. The registration requirements for awards administered by the Graduate College are listed on the front of this form. Consult the Office of Financial Aid regarding registration requirements for loans.

Registration After the Registration Period Has Ended

If you missed the registration period without registering for any courses and your need to be registered, you must obtain a *Petition to Register After the Deadline* from the Office of Registration and Records. Complete that petition along with the *Graduate Student Petition* and *Graduate College Registration Revision Form*, obtain signatures as needed and submit all to the Graduate College for review. If approved, the Graduate College will send all forms to the Office of Registration and Records for their final review. Approval is not guaranteed, and if approved, a late registration charge will be added to your bill.

Adding a Course to Your Existing Schedule After the Close of Registration

Adding a course to your existing schedule after the registration period has closed requires that a *Graduate College Registration Revision Form* be submitted to the Graduate College by the sixth week of Fall or Spring and the fifth week of Summer. Approval is required from the department offering the course, your Director of Graduate Studies and the Graduate College. The form must be submitted to the Graduate College immediately after your Director of Graduate Studies approves the transaction. Course adds after the sixth week of Fall or Spring and the Fifth week of Summer must be accompanied by the *Graduate Student Petition*.

Corrections to Sections of the Same Course or to Hours for Variable-Credit Courses

Corrections for section changes for a variable-credit course require a *Graduate College Registration Revision Form* be submitted to the Graduate College immediately upon discovery of the error. After the tenth week of Fall or Spring and the fifth week of Summer, a *Graduate Student Petition* must accompany this form.

Dropping Courses After the Deadline

There are various deadlines for dropping courses and each have different procedures. All drops after the second week of Fall and Spring and the first week of Summer receive a 'W'. Consult the [Office of Registration and Records](#) for the Summer Session I (four week) deadline. Note: There is no reduction of charges if dropping after the second week (first week in Summer) while remaining in at least one other class.

Dropping all courses through the official tenth day (fifth in summer) of the term

You must drop all your classes online by using the online registration system ([XE Registration via my.UIC.edu](#)), which is considered a cancellation of registration. If this is completed by 11:59 P.M. of the tenth day of the Fall or Spring term (fifth in Summer; deadlines for Part-of-Term courses differ), you will receive a 100% refund. Consult the [Office of Registration and Records](#) for complete information.

Dropping all courses after the official tenth day (fifth day in summer) of the term and through the last business day before the designated final exam period

Complete a *University Withdrawal* form and obtain signatures from your Director of Graduate Studies (except non-degree students), Office of International Services (if on a visa) and the Graduate College. A pro rata reduction of tuition may apply. Withdrawals will not be approved once the final exam period (the official week for final exams in Fall and Spring or the last two days of Summer Session) has begun. Consult the [Office of Registration and Records](#) for complete information.

Dropping a course while remaining in other courses

With advisor approval, students may drop courses online through the second week of Fall or Spring and the first week of Summer. To drop a course in weeks three through ten in Fall or Spring (two through five in Summer) degree-seeking students, and non-degree students assigned to a program, must complete a *Graduate College Registration Revision Form*, obtain signature approval from the Director of Graduate Studies of the student's program (not the department of the course), and submit the form to the Office of Registration and Records immediately and no later than the end of the tenth week in Fall or Spring (fifth in Summer). Unassigned non-degree students only need to complete the form (no approval required) and submit to the Office of Registration and Records as stated directly above. For any attempted drop after the tenth week of Fall or Spring and the fifth week of Summer, students need to submit a completed *Graduate College Registration Revision Form* (unless dropping all courses – see above) and a *Graduate Student Petition*. Approval is not guaranteed.