

**RTF-EZs will not be
accepted for the
Spring 2010
semester until
Wednesday,
November 18, 2009.**



RETURN TO COLONIAL CENTRAL, MARVIN CENTER GROUND FLOOR.

RTF-EZ

REGISTRATION TRANSACTION FORM

WHO CAN USE FORM RTF-EZ? *You can use this form if:*

- the request is for the current term or a future term;
- the requested action is not one which could be performed through GWeb;
- Dean's Office approval is not required for the requested action;
- if adding a course, it is before the end of the 4th week of classes in a fall or spring term, or before the end of the 2nd week of classes in summer; and
- if withdrawing from a course, it is before the end of the 8th week of classes in a fall or spring term, or before the end of the 4th week of classes in summer.

TERM

Date _____

- Spring _____
- Summer _____
- Fall _____

GWid _____

Name _____
LAST FIRST MI

REGISTER/ADD

A student is not guaranteed enrollment in any course until the request is approved and processed by the Office of the Registrar. Confirmation of enrollment may be viewed through GWeb.

CRN	SUBJ	CRSE	SEC	COURSE TITLE	INSTRUCTOR/DEPT APPROVAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

DROP/WITHDRAW

Students should be aware that dropping or withdrawing from a course may have an impact upon eligibility for athletic participation, campus housing or financial aid. International students need to be particularly aware of the enrollment requirements associated with their visa. Students are advised to consult with their advisor or the appropriate office before requesting a course drop or withdrawal.

CRN	SUBJ	CRSE	SEC	COURSE TITLE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I request that the above action be performed. I understand and acknowledge that the forgery, unauthorized alteration or unauthorized use of any University document is considered non-academic dishonesty under the Code of Student Conduct, and such misconduct is subject to disciplinary action.

Student Signature

REGISTRAR'S USE ONLY

Initials/Date