LOMA LINDA UNIVERSITY

University Records

Add/Drop Registration Form

Student Information

Student ID# _____ Term Select One Year _____

Name: Last _____ First _____ Middle _____

LLU School Select One Program of Study _____

Instructions

Please Note: If dropping all courses, please fill out the Program Withdrawal/Leave of Absence form found online at: http://myllu.llu.edu/apps/studproc/pw/form.php (Please note you will need to log in to start this form using your LLU ID and password.)

1. List course(s) to add, drop, change units, or section change.
2. Obtain all signatures listed on the form in the order indicated.
3. Provide adequate information for a decision. Student must present this form in person to the Office of University Records and sign the updated Student Schedule to make any changes in his/her registration.
4. Refunds will be calculated based on the date the Office of University Records processes the form. Refunds should not be expected immediately; three to four weeks should generally be allowed.
5. The addition of independent study type courses requires an Independent Study Title Request form before adding the course. The form can be found online at: https://myllu.llu.edu/apps/studproc/istr/Start.php. (Please note you will need to log in to start this form using your LLU ID and password.)
6. Courses may not be added after more that 10% of the course has passed (for specific dates please look up the course in question in the online course schedule found at http://www.llu.edu/students/university-records/course-schedule.php).
7. Courses may not be dropped after 80% of the course has been completed (for specific dates please look up the course in question in the online course schedule found at http://www.llu.edu/students/university-records/course-schedule.php).

Change Requested:

Add/Drop/Change Units/Section Change	CRN	Prefix	Number	Section	Course Title	Unit(s) of Credit	Instructor's Name
Select One							
Select One							
Select One							
Select One							
Select One							
Select One							

*Note: Courses taken for Audit cannot be repeated for credit.

Total Units Before Change: Undergraduate ____ Graduate ____ Professional ____ Total 0

Total Units After Change: Undergraduate ____ Graduate ____ Professional ____ Total 0

For VA Students Only: VA Benefits ☐ Yes ☐ No Last day in class for dropped course(s) ____ / ____ / ____

Required Signatures (to be obtained in order)

_____ Date: _____

Student

_____ Date: _____

Advisor

_____ Date: _____

International Student Advisor Signature

Financial Aid Change: ☐ None to be returned ☐ Financial aid adjusted

_____ Date: _____

Financial Aid Signature

_____ Date: _____

Student Finance Signature

FINAL STEP: Form must be returned in person to the Office of University Records in the Student Services Center for final processing.

If you have any questions please email registrar@llu.edu or call 909-558-4508