

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Term:  FA  SP  Maymester  SU

Term Year: \_\_\_\_\_

**\*\*Please use a different form for each term you are adjusting\*\***

Major/Program: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

DEADLINE IN QUESTION:	Add a Course and Forms Required	Remove a Course and Forms Required
AFTER THE PUBLISHED ADD/DROP DEADLINE AND BEFORE THE WITHDRAWAL DEADLINE:	Submit an Add/Drop/ Withdrawal Form signed by Advisor and Dean along with a Retroactive Petition and written explanation for request.	Submit an Add/Drop/Withdrawal Form selecting Course Withdrawal. This will result in a "W" grade on transcript for course in question. <b>NOTE: Any Add/Drop/Withdrawal form submitted after the deadline with DROP selected that is not signed by the dean and does not include the Retroactive Petition and written explanation will result in a "W" grade on transcript for course in question.</b>
AFTER THE WITHDRAWAL DEADLINE:	Submit an Add/Drop/ Withdrawal Form signed by Advisor and Dean along with a Retroactive Petition and written explanation for request.	Submit an Add/Drop/ Withdrawal Form signed by Advisor and Dean along with a Retroactive Petition and written explanation for request.

Add to schedule/Drop from Schedule	Course Code (ex. ENG105)	Section # -OR- instructor name	Course Title	Credit Hours <small>Must list for tutorials &amp; internships</small>	Instructor for course in question must give permission for full courses and waiving prerequisites. Undergraduate students must get permission from the Program Director to take graduate courses.	Take Pass/Fail <small>must be requested before add/drop deadline</small>
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Course Withdrawal						
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Course Withdrawal						
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Course Withdrawal						
<input type="checkbox"/> Add <input type="checkbox"/> Drop <input type="checkbox"/> Course Withdrawal						

If you were unable to register via the portal please list why:

\_\_\_\_\_

\_\_\_\_\_  
Faculty Advisor Signature. Required if submitting this form in conjunction with a RETROACTIVE PETITION/ Date

\_\_\_\_\_  
Academic Dean (or Dean's representative). Required if submitting this form in conjunction with a RETROACTIVE PETITION/ Date

\_\_\_\_\_  
Office of International Affairs (for International Office only)/ Date

**I understand that:**

By registering for classes at Chatham University, a student incurs a legal obligation to pay applicable charges for tuition & fees. My signature indicates that I accept financial responsibility for each registered course and agree to pay accordingly. If such action is required, I will be liable for all collection fees, attorney fees, and court costs. Adding or dropping courses may change my on-campus residency, billing and/or financial aid status especially if this action changes my full or part-time status. I am financially liable for any course in which a "W" is recorded and that withdrawing from this course(s) could affect my financial aid. In accordance to the Institutional Refund Policy, I will be charged a percentage of the tuition for the course(s) I withdraw from. (Further information can be found in the Chatham University Course Catalog).

I have read and agree with the above Statements of Understanding:

\_\_\_\_\_  
Student Signature (MUST BE A HANDWRITTEN SIGNATURE! Form will not be accepted with typed signature)

\_\_\_\_\_  
Date

Mail form to: Office of the University Registrar, Chatham University, Woodland Road, Pittsburgh, PA 15232 or scan (i.e. take photograph with phone) and email to [registrar@chatham.edu](mailto:registrar@chatham.edu)