

Berry College
Office of the Registrar
 Registration/Add-Drop or Withdrawal and Authorization Form

Name _____ ID # _____ Sem/Year _____
Last First MI

Please use this form for initial registration or to add, drop and withdraw from classes.
 *Note: Audits require instructor's approval.

If you are registering for a course that requires the Authorization form, please complete the form on the back of this page, and be sure to add the course in the 'Add' area of this form.

	Department & Number	Section	Credits	Course overload permission or audit*	Time conflict permission	Pre-req/Co-req waived
Add						
Add						
Add						
Add						
Add						
Add						
Add						
Add						
Add						
Total hours						

Instructor must sign appropriate column for overloads, audits, time conflicts and pre-requisite/co-requisite waivers.

Withdraw

	Summer Block*	Department & Number	Section	Credits	Circle One	Last Date Attended**	Instructor Signature
Drop					W WF		
Drop					W WF		
Drop					W WF		
Drop					W WF		
Drop					W WF		

*For Summer courses only, enter Block (Block A, Block B, Block C, etc)

****Note Instructor: After drop/add, student may withdraw only. Instructor must circle grade. To be in compliance with federal law, please record last date student attended class, and sign the form.**

Student's Signature _____

Advisor's Signature _____ Today's date _____

Authorization form is on the back of this form.

If you plan to register for a course that requires an authorization form, be sure to print pages 2 and 3.

Office use:			
Hours from _____	to _____	Effective date _____	Initials _____

AUTHORIZATION FORM

This must be accompanied by the registration form (page 1).

Student Name _____ ID# _____

Use this form to authorize enrollment in the types of courses listed below:

Directed Studies (498) Course Not Offered Variable Credit Course

These courses must be approved by the supervising instructor, department chair and the dean of the school offering the course.

Private music lessons

Private music lessons need the approval of the supervising instructor only.

Internships (496)

Registration for an internship requires the signature of the supervising instructor. His/her permission to register **does not signify approval** of the internship. Approval is sought by completing the *Request for Approval Form and submitting it to the Provost's Office. *Failure to submit the Request for Approval Form to the Provost's Office one month prior to the start of the internship will result in the cancellation of the internship and the removal of the course from the student's schedule on the last day of the add/drop period for the term in which the course is registered.*

*Internship Approval packet is available in the Provost's office, on-line (<http://berrynet.berry.edu/academic/registrar>) printable forms or in the Registrar's Office.

Fill out one Authorization Block for each special authorization course.

Authorization #1

DEPARTMENT	CRSE NUMBER	TITLE	CRHRS

_____ Signature of Class Instructor _____ Class Instructor PRINT NAME

_____ Signature of Department Chair _____ Department Chair PRINT NAME

_____ Signature of School Dean _____ School Dean PRINT NAME

Authorization #2

DEPARTMENT	CRSE NUMBER	TITLE	CRHRS

_____ Signature of Class Instructor _____ Class Instructor PRINT NAME

_____ Signature of Department Chair _____ Department Chair PRINT NAME

_____ Signature of School Dean _____ School Dean PRINT NAME