



Office of the Registrar
 4500 Massachusetts Avenue, NW • Washington, DC 20016
 PHONE 202-885-8650
 EMAIL registrar@wesleyseminary.edu

REGISTRATION FORM

Instructions:

Each change form carries a \$10 charge applied to the student account after the start of the semester.

Please be aware that registration changes may affect your financial aid status. International students must confirm dropping below full-time status with their advisor.

ADD: Courses may be added through the end of the first week of a semester via WesleyWeb, without instructor permission. Courses may be added through the end of the second week using only this form, with instructor's signature below. No courses may be added after the end of the second week. Summer school courses must be added before they begin.

CHANGE OF GRADING STATUS: Courses may be changed from CREDIT to AUDIT or vice versa through the end of the second full week of the semester, or from CREDIT to PASS/FAIL or vice versa through the end of the fifth full week of the semester. For summer school, changes are due before close of business on the first day. Degree requirements may not be taken PASS/FAIL unless student has elected PASS/FAIL grading for all courses.

DROP: Courses may be dropped through the end of the second full week of a semester with no penalty. After Friday of the second full week, dropped courses are recorded with a "W" on the student's transcript. Tuition for courses dropped after the second full week will be refunded accordingly: third week – 75%, fourth week – 50%, fifth week – 25%. No courses may be dropped after Friday of the tenth full week of classes. For summer school, \$100 fee if dropped after the Registration Deadline through the first day of the course.

WAIVED REQUIREMENTS: Students petitioning to add a course without satisfied prerequisites must obtain the instructor's signature of approval on this form.

CONSORTIUM COURSE: Students changing registration for a CONSORTIUM COURSE must fill out the consortium cross-registration form in WesleyWeb.

		<input type="checkbox"/> New registration <input type="checkbox"/> Change to Existing Registration
--	--	----------------------------------------------------------------------------------------------------

Last Name _____ **First Name** _____

		/			/	1	9		
--	--	---	--	--	---	---	---	--	--

Date of Birth (mm/dd/yyyy)

--	--	--	--	--	--	--

Wesley ID #

Phone Number _____ **Email Address** _____ **Degree Program** _____

2	0			-	2	0		
---	---	--	--	---	---	---	--	--

Semester (Fall, Spring, J-Term, Summer) _____

Academic Year

Indicate Action Here
 (Add, Drop, or Change)

Credit Type
 (Credit, Audit, Pass/Fail, CEU)

Course Number
 (XX-111)

Course Title

Instructor's Name

Instructor's Signature: FOR ADDING COURSES REQUIRING AN INSTRUCTOR'S SIGNATURE (after the first week, waiving requirements, or force adding from the waitlist)

Student Signature _____

Date _____

OFFICE USE ONLY: Date Received _____ Date Entered _____
