

# Registration Add/Drop (NOT for Override Usage)



Fall  Spring  Summer  Year:

Student ID # Last Name First Name MI

Program of Study Primary Phone # e-mail Address

**Please know that only fully completed forms will be processed.**

## Student Compliancy Statement

STUDENT RESPONSIBILITY: By completing and signing this form in its entirety, I understand that when I register for the added course(s), a semester bill is automatically generated and I am obligated to pay the full amount. If I chose not to attend any or all courses, I must clear or change my schedule within the term's key dates and deadlines or I will be obligated to pay the charges on my bill. \_\_\_\_\_  
(Student's initials)

FULL-TIME STATUS: I understand that if I drop below 12 credits per semester, my financial aid award, EOF award, NJ STARS award and/or F1 Visa may be affected. \_\_\_\_\_ (Student's initials)

### Added Courses

Course Number	Section Number

### Dropped Courses

Course Number	Section Number

## Payment and Refund Policy

- A one-time **\$35 Late Registration fee** will be charged beginning on the first day of each term for all added course.
- **15-week terms:** Full refunds are available for classes dropped **within the first seven days** of the associated term (NOT the class start date). The course(s) dropped any time AFTER the deadline will be processed as a withdrawal.
- **Terms shorter than 15 weeks:** Full refunds are available for classes dropped **within the first two days** of the associated term (NOT the class start date). The course(s) dropped any time AFTER the deadline will be processed as a withdrawal.
- **Financial Aid students:** Any course(s) added after the census date (which is equivalent to **the last day of the add/drop period** of the term) will require the student to pay out of pocket.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_