MOUNT HOLYOKE

CHANGE OF REGISTRATION FORM TO BE USED WHEN WITHDRAWING FROM CLASSES BETWEEN THE 50TH DAY AND THE END OF THE EXAMINATION PERIOD OF EACH SEMESTER

****Students will not be allowed to withdraw from classes during this period without prior authorization from the Director of Health Services, the Director of Counseling Services, or the Dean of the College**

(Please **print** all information)

NAME: _____
LAST FIRST MIDDLE

CLASS: _____ DATE: _____

TERM: _____

Registration holds will prohibit the processing of this form. You are responsible for clearing your holds. Please check ISIS, look under the 'Students' option and choose Approvals, Holds and Registration Access Time. *If you have a financial hold, please contact Student Financial Services (SFS) – located in Skinner Hall, Room 16. You must acquire a signature from a staff member in their office to waive the financial hold in order for you to withdraw from a course.*

_____ _____
Student Financial Services signature *Date*

This form will be returned to your campus mailbox if you have a hold and have not met with someone in SFS.

Please allow me to withdraw from the following courses (i.e. drop them from my schedule) with a grade of "W".

Course Number (example: HIST-101-02)	Title	Instructor's signature

_____
Student's signature

_____
**Signature of Authorized College Official (see above)

The academic calendar located at www.mtholyoke.edu/offices/reg/ records the dates of the 50th day and the end of the examination period. If this form is submitted after the end of the examination period, it will not be processed. You will be notified via email, and the form will be returned to your campus mailbox.

After you have obtained the necessary signatures, please submit this form to the Office of the Registrar, located in Mary Lyon Hall, Room 6.

11/13/07