



Albert A. Sheen Campus
RR1, Box 10,000, Kingshill, VI 00850-9781

St. Thomas Campus
#2 John Brewers Bay, St. Thomas, VI 00802-9990

Change of Registration – Add & Drop

THIS IS NOT A COMPLETE UNIVERSITY WITHDRAWAL FORM. If you are attempting to withdraw from **ALL** of your courses in a current semester, please use the complete University **Withdrawal Form** available at the Registrar's Office.

NOTE: These changes are not official until all steps are completed, including payment of any charges that are due to the University. **Please submit the completed form via email to the Registrar's Office at registrar@uvi.edu**

Please Print

Date: _____ ID#: _____

SEMESTER
Fall Spr Sum Year _____

Name: _____
Last
First
Middle

Email address: _____ Telephone contact: _____

For dates when changes may be made without penalty, please consult current Academic Calendar

CODES:

AD = Add a course **W** = Withdrawal
DR = Drop a course **AU** = Audit

Please enter appropriate code(s) in table below to identify your request(s).

CODE (SEE ABOVE)	CRN#	Subject Code	CRSE #	Title of Course	Credit Hrs.

PERMISSION TO TAKE OVERLOAD COURSES

OVERLOAD APPROVAL: To register for more than 17 or more credits, student must have a cumulative GPA of 3.00 and obtain approval from the School/College Dean*.

CODE (SEE ABOVE)	CRN#	Subject Code	CRSE #	Title of Course	Cr. Hrs.	Dean Signature

School/College Dean's Signature _____ Date: _____