
Change of Registration Request

When to Use this Form

Students should use this form when needing to request a change to their registration, specifically adding and/or dropping a course. This form should only be used if the change of registration is for the current term, and the deadline for dropping and adding courses has not passed. If the deadline for dropping and adding courses has passed, please use the Late Change of Registration Form.

With this form, a student may request to:

- Add or drop a single course
- Change the number of credit hours registered for a single course
- Change the section for a single course

Be aware that you may be charged additional fees as a result of a change in credit hours. Contact the Bursar's Office (bursar.utk.edu) for details.

Instructions for Student

1. Fill out all fields on the form in the Student section. *You are encouraged to work with the course instructor or your advisor in filling out the details.*
2. Print the form and sign it where indicated.
3. If the instructor endorses your request, ask them to sign and date where indicated.
4. Deliver the signed form to the Graduate school, either by delivering it personally or scanning and emailing it to **gradspec@utk.edu**.

Change of Registration Request

Student

Name: _____ **Student ID#:** _____
Last First Middle

Email: _____ **Phone:** _____

Change of Registration is Requested For: _____
Term Year

Course Information

_____ Undergrad Graduate
CRN Course Name Course No. Section No. Hours Audit Withdrawal

Action to be Taken

Choose one of the following:

Add/Drop

Add Drop

Change Section

Change Section To: _____

Change Credit Hours

Hours: _____ Undergrad Graduate
 Audit Withdrawal

Student Signature: _____ **Date:** _____

My signature certifies that I have discussed my program for the current term with my academic advisor and that my registration reflects our agreement.

Department

Instructor/Advisor: _____ **Date:** _____