



Office of the Registrar
 Stevens Institute of Technology
 Castle Point on Hudson
 Hoboken, NJ 07030-5991
 FAX 201.216.8050
 registrar@stevens.edu
 http://www.stevens.edu/registrar

Change of Enrollment

LAST NAME			STUDENT IDENTIFICATION NUMBER		
FIRST NAME			MIDDLE NAME		
MAILING ADDRESS OR SIT BOX	STREET				<input type="checkbox"/> UNDERGRADUATE CLASS OF 20 ____ <input type="checkbox"/> GRADUATE
CITY	STATE	ZIP CODE			
STUDENT SIGNATURE					DATE

- The signature of the instructor and reason is required for prerequisite waivers, waiving cap, etc.
- The signature of the instructor is required for adds after the end of the drop/add period.
- Drops after the end of the drop/add period will be recorded as withdrawals (**W**) on the transcript.
- **For Graduate Withdrawals:** The signatures of the instructor, advisor and the Dean of Graduate Academics are required after the specified date in the academic calendar.
- **For Undergraduate Withdrawals:** The signatures of the instructor and approval of the Office of Undergraduate Academics are required after the specified date in the academic calendar.

TERM: FALL WINTER SPRING SUMMER I SUMMER II YEAR TERM **YEAR:** 20 ____

ADD

SUBJECT (e.g. MA)	NUMBER (e.g., 123)	SEC. (e.g., A)	CRED.	INSTRUCTOR'S SIGNATURE	DATE	REASON FOR OVERRIDE (INSTRUCTOR USE ONLY)

DROP/WITHDRAW **

SUBJECT	NUMBER	SEC.	CRED.	INSTRUCTOR'S SIGNATURE	DATE	NOTES (INSTRUCTOR USE ONLY)

APPROVAL SIGNATURES

 (Graduate students only) ADVISOR (Drops after the specified date) DATE

 OFFICE OF UNDERGRADUATE ACADEMICS/DEAN OF GRADUATE ACADEMICS (Drops after the specified date) DATE

 REGISTRAR DATE

ADVISOR/DEAN SPECIAL INSTRUCTIONS:
