



CHANGE OF REGISTRATION FORM TO BE USED WHEN WITHDRAWING FROM CLASSES

BETWEEN THE 15TH AND 50TH DAYS OF EACH SEMESTER

Students will not be allowed to drop below 12 credits without the approval of their Class Dean in the Academic Deans' Office

(Please **print** all information)

NAME: _____
LAST FIRST MIDDLE

CLASS YEAR: _____ DATE _____

TERM _____

Registration holds will **prohibit** the processing of this form. You are responsible for clearing your holds. Please check my.mtholyoke and choose "Approvals, Holds and Registration Access Time" under Course Registration & Bill Payment in the Self-Service Menu.

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 to be permitted to withdraw from a class.

Student Financial Services signature

Date

If you have a hold and submit this form without an authorizing signature from SFS, it will not be processed.

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

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

Student's signature

The academic calendar located at <https://www.mtholyoke.edu/registrar/calendar> publishes the deadlines for drop and withdrawal. If this form is submitted after the withdrawal deadline it will not be processed.

Please submit this form to the Office of the Registrar, located in Mary Lyon Hall, Room 6.