

REGISTRATION TRANSACTION FORM

http://registrar.gwu.edu • registration@gwu.edu

This form must be submitted to your academic advisor or program office for approval. Students should not submit this form to the Registrar's Office.

| Semester | Year |
|---------------------------------|-------|
| <input type="checkbox"/> Fall | _____ |
| <input type="checkbox"/> Spring | _____ |
| <input type="checkbox"/> Summer | _____ |

| GWid | LAST NAME | FIRST NAME | EMAIL ADDRESS |
|------|-----------|------------|---------------|
| | | | |

ADD

| CRN | SUBJECT | COURSE NUMBER | SECTION | CREDITS | TITLE | GRADE MODE* | INSTRUCTOR SIGNATURE |
|-----|---------|---------------|---------|---------|-------|-------------|----------------------|
| | | | | | | | |
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| | | | | | | | |

DROP or WITHDRAW (please circle one)

| CRN | SUBJECT | COURSE NUMBER | SECTION | CREDITS | TITLE |
|-----|---------|---------------|---------|---------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| TIME CONFLICT APPROVAL |
|----------------------------------------------------------|
| <input type="checkbox"/> YES <input type="checkbox"/> NO |

| REPEAT COURSE FOR CREDIT |
|----------------------------------------------------------|
| <input type="checkbox"/> YES <input type="checkbox"/> NO |

***GRADE MODE OPTIONS:**
A= AUDIT
C= LETTER GRADE
P= PASS/NO PASS (undergraduates only)
R= CREDIT/NO CREDIT (graduates only)

| STUDENT LEVEL |
|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE <input type="checkbox"/> OTHER _____ |

I request the above action be performed.

Student Signature _____ **Date** _____

| AUTHORIZED SCHOOL OFFICIAL USE ONLY |
|---------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Prior to start of the semester OR Effective Date: ____ / ____ / ____ |
| Signature: _____ Today's Date: _____ |

Note: This form cannot be used to register for a class that has a waitlist. Students will be added to the waitlist and if offered a seat, must then register through GWeb.