



Undergraduate Registration Request Form

Return completed form to: Office of the Registrar: registrar-help@umd.edu

Phone: (301) 314-8240 | Fax: (301) 314-9568

Last Name: _____ First Name: _____

UID: _____ Phone #: _____ Email: _____

Year: _____ Semester: Fall Spring Summer I Summer II Winter

Select the type of *registration action* you are requesting (see page 2 for details):

Initial Registration

Schedule Adjustment

Drop with a 'W'

Use these codes for Type of Change below:
A Add a new course or section G Change grading method
D Drop a course or section C Change credit level
W Drop with a 'W'

Use these codes for Grading Method :
R Regular P Pass/Fail
A Audit S Satisfactory/Fail

FOR OFFICIAL USE ONLY	Type of Change	Course (eg: ENGL101)	Section Number (for waitlist courses, can list up to 6 sections)	Grading Method (if changing, indicate new method)	# of Credits (if changing, indicate new # of credits)

Alternate Course Selections (optional) - list alternate courses in case choices above are not available

Please visit [Testudo](#) to view your schedule online and verify all changes have been made appropriately. If you are on the waitlist for a course, please visit [Waitlist Check-In](#) on Testudo to view your position on the waitlist.

Contact registrar-help@umd.edu ASAP if you find any inconsistencies in your registration.

By signing this form, you confirm you have read and understand the guidelines on page 2 that are relevant to your requested action.

Student Signature: _____

Date: _____

Instructions on how to digitally sign this document can be found [here](#).

For Official Use Only:

DATE: _____

OFFICIAL: _____

For ALL actions

Financial Aid: Students receiving financial aid may have to maintain a minimum number of credit hours to retain assistance. If you are receiving aid, please contact the [Office of Student Financial Aid](#) to confirm the requirements of your aid before making adjustments to your schedule.

International Students: Students who are on F1 or J1 visas are required to maintain full-time status throughout the entire semester. Please contact [International Students & Scholars Services](#) if you have questions about your status or requirements.

Academic Probation or Dismissal: Students on academic probation or dismissal must first contact their academic advisor to receive electronic permission to add or drop courses.

Registration Blocks and Restricted Courses: Please visit the [Registrar's Blocks, Permissions, and Stamps page](#) to learn about the different types of registration blocks and how to resolve them. For restricted or permission required courses, students must contact the Department offering the course to obtain permission.

Relevant Policies for Indicated Actions

All websites referenced below can be found at <http://www.registrar.umd.edu/current/>

1) INITIAL REGISTRATION

Select this action the first time you are registering for a specific term.

- Read and agree to [Registration Agreement](#).
- Read and understand [Waitlist Policies](#) and how to perform waitlist check-in if you are waitlisted for any courses.

2) SCHEDULE ADJUSTMENT

Select this action if you need to add or drop courses after your initial registration, but before the end of the schedule adjustment period.

- Read and understand [Waitlist Policies](#) and how to perform waitlist check-in if you are waitlisted for any courses.
- Know the [Academic Deadlines](#) for the term.
- If enrolling in [Non-Standard Courses](#), be aware that the deadlines to drop/add and drop with a 'W' are different. The course dates for non-standard courses are listed in the [Schedule of Classes](#).

3) DROP WITH A 'W'

Select this action if you need to drop a class after the end of the schedule adjustment period but before the Drop with a 'W' deadline.

- Review specific deadline to drop with a 'W' on the [Academic Deadlines](#) page on the Office of the Registrar website.
- During the drop period you may drop a maximum of FOUR credits. However, if a particular course is more than four credits, you may drop that course. In the case of a variable credit course, you may reduce the credit level by up to four credits. Students who want to drop more than four credits must request an exception to policy with their advising college.
- By dropping a course with a 'W', a mark of 'W' will appear on your transcript. A course with a mark of 'W' counts as an attempt as related to the Course Repeat Policy.
- **NOTE** – if you are looking to drop ALL of your courses or your only/last course, you will need to withdraw from the semester. Visit the [Office of the Registrar Undergraduate Withdrawal page](#).