THE LUTHERAN THEOLOGICAL SEMINARY AT PHILADELPHIA

Office of the Registrar

COURSE REGISTRATION CHANGES
(Drop/Adds)

DEADLINES: The registration change (drop/add) deadline is one week after the start of Fall or Spring Semester classes or prior to the second meeting of any short-term (August/January/June) course or other one-week intensive. After the deadline, the only change of status possible is a "Withdrawal" (until the term mid-point) or "F" (after term mid-point). There can be no withdrawal from audit status after the registration change (drop/add) deadline.

ADD = add a course for which not currently registered
DROP = drop a course for which currently registered (if not adding another course in its place, a drop will incur a $20 course cancellation fee)
TO AUDIT = ***change*** current registration ***from*** credit ***to*** audit
TO CREDIT = ***change*** current registration ***from*** audit ***to*** credit

Each course involved in a change requires an entry in the appropriate section (e.g., substituting one course for another requires an "ADD" entry and a "DROP" entry). Provide all information for each course.

Date and sign the form at the bottom.

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NUMBER	TITLE	INSTRUCTOR	UNITS	CHECK IF AUDITING
ADD COURSES				
DROP COURSES				
CHANGE FROM CREDIT TO AUDIT				
CHANGE FROM AUDIT TO CREDIT				

_____ _____ _____
print name signature date

First-professional students only: You must obtain the signature of your academic advisor if

- ADDING a course creates an overload (you must have a 3.50 GPA to take more than 5 units in a semester).
- The changes in your registration involve REQUIRED courses or OPTION requirements.
- You are adding an advanced-level (STM/DMin) course (requires that you be a “senior” with minimum GPA of 3.00).

_____ _____

advisor signature (if required per above) date