



# Registration Correction Form (Add/Drop/Change)

Please Print: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last or Family Name First Middle Initial Email Address

MIT I.D. Number:

**Term:** (Circle One) Fall IAP Spring Summer **Year:** (Circle One) 1 2 3 4 or Graduate  
(Undergraduate)

**Add Subjects** Instructor signature is required during the first week of classes for lotteried subjects. After the first week instructor signature required for all subjects (except if changing the status of a registered subject).

Subject Number	Units	Status - Check One
		<input type="checkbox"/> Credit/Grades <input type="checkbox"/> Listener <input type="checkbox"/> Sophomore Exploratory <input type="checkbox"/> Junior-Senior P/D/F <input type="checkbox"/> Graduate P/D/F
<b>Instructor Signature:</b>		

Subject Number	Units	Status - Check One
		<input type="checkbox"/> Credit/Grades <input type="checkbox"/> Listener <input type="checkbox"/> Sophomore Exploratory <input type="checkbox"/> Junior-Senior P/D/F <input type="checkbox"/> Graduate P/D/F
<b>Instructor Signature:</b>		

Subject Number	Units	Status - Check One
		<input type="checkbox"/> Credit/Grades <input type="checkbox"/> Listener <input type="checkbox"/> Sophomore Exploratory <input type="checkbox"/> Junior-Senior P/D/F <input type="checkbox"/> Graduate P/D/F
<b>Instructor Signature:</b>		

## Change Units for Thesis or Units-Arranged Subject

Subject Number	Unit Change
	From: _____ To: _____
<b>Instructor Signature:</b>	

**Drop Subjects** Provide the Date Last Attended or check the Never Attended box. See below for instructions to change subject status.

Subject Number	Date Last Attended	Never Attended	Change Status
	/ / Month Day Year	<input type="checkbox"/>	<input type="checkbox"/>

Subject Number	Date Last Attended	Never Attended	Change Status
	/ / Month Day Year	<input type="checkbox"/>	<input type="checkbox"/>

Subject Number	Date Last Attended	Never Attended	Change Status
	/ / Month Day Year	<input type="checkbox"/>	<input type="checkbox"/>

### To Change Status of a Registered Subject:

Enter subject number in Drop Subjects area.  
Check the Change Status box.  
Enter the same subject number in Add Subjects area and check the new Status for the subject. Instructor signature not required.

### Required Signature

_____ Advisor/Departmental Registration Officer's Approval	
_____ Print Name	_____ Date

It is the student's responsibility to bring the signed form to the Student Services Center (11-120) or the Registrar's Office (5-119) by the required deadline.

## General Instructions

Complete this form and obtain required signatures. **\*\*IMPORTANT: Make two copies of the signed form. Advisor/Department keeps a photocopy, student brings one copy and the original immediately to the Student Services Center, 11-120 or Registrar's Office, 5-119 where both are stamped with the date received. Save the date stamped copy of the form for your records.\*\***

To drop all subjects, fall and spring terms, you must arrange a Withdrawal. Do not use this form. Graduate students see their departmental registration officer; undergraduates see Student Support Services, 5-104.

After the specified deadlines, requests for registration changes must be made by petition. A processing fee will be charged for permitted changes.

## Adding Subjects – Fall and Spring Terms

All add forms must be approved and signed by an undergraduate student's advisor or a graduate student's departmental registration officer.

Instructors must also approve and sign add forms for subjects added after the first week of the term. For lotteried subjects, the instructor must sign all add forms.

For units-arranged subjects, include the number of units. For thesis, give total units for the term. To add a UROP for credit, specify department and grading (for ex, 7.UR or 7.URG).

<u>Type of Subject</u>	<u>Add Deadline</u>
Full-term subject	Add Date
Subject scheduled entirely in the first half of the term	Add Date
Subject scheduled entirely in the second half of the term	Drop Date
Subject which begins after e.g. UROP, thesis, special topics	Add Date Drop Date

## Dropping Subjects – Fall and Spring Terms

All drop forms must be approved and signed by an undergraduate student's advisor or a graduate student's departmental registration officer. Instructors of subjects being dropped do not sign the form.

<u>Type of Subject</u>	<u>Drop Deadline</u>
Full-term subject	Drop Date
Subject scheduled entirely in the first half of the term	Add Date
Subject scheduled entirely in the second half of the term	Last Day of Classes
Subject which begins after e.g. UROP, thesis, special topics	Add Date Drop Date

## Changing Status in a Registered Subject – Fall and Spring Terms

*Deadlines for half-term subjects differ. See information under Adding Subjects and Dropping Subjects.*

<u>Status Change</u>	<u>Signature</u>	<u>Deadline</u>
To or from P/D/F grading under Junior-Senior or Graduate P/D/F option	advisor/departmental registration officer	Add Date
From Listener to credit	advisor/departmental registration officer	Add Date
From credit to Listener	advisor/departmental registration officer	Drop Date
Change number of units for thesis or units-arranged subject	advisor/dept. registration officer AND instructor	Last Day of Classes

## Sophomore Exploratory Subjects

<u>Action</u>	<u>Signature</u>	<u>Deadline</u>
Designate a registered subject as Exploratory	advisor	Add Date
Switch the Exploratory designation between subjects	advisor	Add Date
Add a subject you want to designate as Exploratory	same as adding the subject	Add Date
Remove the Exploratory designation from a subject and remain registered for the subject	advisor	Add Date
Drop an Exploratory subject from your registration	advisor	Drop Date
Change an Exploratory subject from Listener to credit	advisor	Add Date
Change an Exploratory subject from credit to Listener	advisor	Registration Day of your next semester

## Summer Session

The deadline for adding subjects, dropping subjects, or changing the status of a registered subject is the Last Day of Classes. Forms must be approved and signed by an undergraduate student's advisor or a graduate student's departmental registration officer.