

Petition to Drop or Add a Course

Student must fill out all fields marked with an asterisk *



William Jessup University

* Last Name _____ *First Name _____
*Student ID or SS# _____ *Contact Number _____ *Current Cohort _____
* Student Signature _____ * Date _____

Drop: By submitting this form, I acknowledge that I understand dropping a course(es) may impact my financial aid.

Course#	*Name of Course	Units	Course Start & End Dates	Semester	Date Last Attended
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

From _____ to _____ units

Petition may be mailed or faxed to WJU. WJU is not responsible for forms lost in the mail. Faxes are acceptable as an original; effective date will be date the fax is received. Effective date for add/drop is the date this petition is received by WJU or the postmark date if mailed. Please fax to the SPS Office at 916-577-2330, Attention: SPS. A change of course fee will be charged to your account. See the WJU Catalog for refund policy.

*Choose One:

- I am dropping all my classes; I understand I need to complete a form for a Leave of Absence or Official Withdrawal.
- I will be dropping out of my current cohort and I want to petition to change to a different cohort (separate form required).
- I am remaining in my cohort, but plan meet with an SPS advisor to schedule this class(es) with a different cohort (student responsibility).

Add: I understand that a late registration fee will apply when enrolling in any course less than five (5) weeks from course start date.

Course#	*Name of Course	Units	Course Start & End Dates	Semester	Cohort Name
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

From _____ to _____ units

I understand that I will be charged tuition and fees at the rate of the current academic year. _____ (initial)

For Office Use Only

Date & Time Rec'd: _____ Initial: _____ FA Date: _____ Advisor's Approval: _____

Do book fees need to be changed?: Yes No List reason and amount of change: _____

- Change of course fee to be charged
- Administrative fee waiver (no change of course fee)
- Late Registration Fee?

Comments: _____

Registrar: _____ Financial Aid Administrator: _____ Student Accounts Officer: _____

\$35.00 Processing fee.

\$95.00 Late Registration fee applies if approved and course start date is within 5 weeks of receipt. Effective July 1, 2012. Subject to change without notice.