

BAKER UNIVERSITY – Baldwin Campus CHANGE OF ENROLLMENT FORM

- NOTE: This form must be returned in person to the Office of the Registrar, Constant Hall Rm. 1. The effective date for any enrollment change is the day you submit this form for processing at the Records Office. Please consult the official academic calendar for add and drop deadlines.
- If your enrollment falls below the minimum full-time requirement of twelve (12) hours, your **financial aid** and **athletic eligibility** may be at risk. If your new total is below twelve (12) or over eighteen (18) hours, the Baker University Business Office will make any adjustment for which you are eligible in your tuition charge.
- **ALL** changes in enrollment **MUST** bear the signature of the student and the academic advisor on this form. An instructor's signature is required **ONLY** in the event that a student wishes to add a closed section.

PLEASE PRINT LEGIBLY – USE INK

STUDENT NAME _____ **Term:** _____
(i.e.: Spring 2010, Summer I 2010, etc.)

STUDENT ID NUMBER _____ **CATALOG YEAR** _____

COURSES TO BE ADDED: (List lab sections where appropriate)

Course Code	Section	Course Title	Hours	Instructor's Signature*

** Only required if adding a closed class*

COURSES TO BE DROPPED: (List lab sections where appropriate)

Course Code	Section	Course Title	Hours

*****Dropping "Linked course" will result in failure to complete LS 112/211/212/311 requirements**

Number of current hours _____

Hours added _____

Hours dropped*** _____

New Total Hours _____

Student's Signature _____ **Date** _____

Advisor's Signature _____ **Date** _____

Processed by _____ **Date** _____

(Office of the Registrar Use Only)