### 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 Registrar’s 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.

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**PLEASE PRINT LEGIBLY – USE INK**

**STUDENT NAME** ___________________________  **Term:** ___________________________

(i.e.: Spring 2015, Summer I 2015, etc.)

**STUDENT ID NUMBER** ___________________  **CATALOG YEAR** ___________________________

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Hours</th>
<th>Instructor’s Signature*</th>
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* Only required if adding a closed class

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

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<th>Course Code</th>
<th>Section</th>
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<th>Hours</th>
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***Dropping “Linked course” will result in failure to complete QS 211/212/311 requirements

Number of current hours ______
Hours added ______
Hours dropped*** ______

**New Total Hours** ______

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**Student’s Signature** ___________________________  **Date** __________________

**Advisor’s Signature** ___________________________  **Date** __________________

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**Processed by** ___________________________  **Date** __________________

(Office of the Registrar Use Only)

Revised 1/2015