

INSTRUCTIONS

The *Graduate College Registration Revision Form* must be used for all course transactions after the registration deadline has passed (i.e., no longer supported via the Web-based registration system), except if you are dropping all courses for the term (see below). A number of transactions also require a petition with the revision form. The different scenarios are described below. **Please be aware that course adds will not be processed by the Office of Registration and Records if you have a registration hold.** Any course request after the tenth week (fifth in summer), or for a term that has already ended must be accompanied by a *Graduate Student Petition*. Approval is not guaranteed for any transaction. (Note: (1) all transactions before the deadlines must be done online by the student; (2) see also grad.uic.edu/?pid=1000033.)

There are various registration requirements for recipients of financial awards. It is your responsibility to ensure that the requested transaction does not jeopardize your award. The registration requirements for awards administered by the Graduate College are listed on the front of this form. Consult the Office of Financial Aid regarding registration requirements for loans.

Registration After the Registration Period Has Ended

If you missed the registration period without registering for any courses and you need to be registered, you must obtain a *Petition to Register After the Deadline* from the Office of Registration and Records in SSB. Complete that petition along with the *Graduate Student Petition* and *Graduate College Registration Revision Form*, obtain signatures as needed, and submit all to the Graduate College for review. If approved, you will take the forms to the Office of Registration and Records in SSB for their final review. Approval is not guaranteed, and if approved, a late registration charge will be added to your bill.

Adding a Course to Your Existing Schedule After the Close of Registration

Adding a course to your existing schedule after the registration period has closed requires that a *Graduate College Registration Revision Form* be submitted to the Graduate College by the sixth week of fall or spring and the fifth week of summer. Approval is needed from the department offering the course, your director of graduate studies, and the Graduate College. The form must be submitted to the Graduate College immediately after your director of graduate studies approves the transaction. Course adds after the sixth week of fall or spring and the fifth week of summer must be accompanied by a *Graduate Student Petition* form.

Corrections to Sections of the Same Course or to Hours for Variable-Credit Courses

Corrections for section changes for a variable credit course require a *Graduate College Registration Revision Form* be submitted to the Graduate College immediately upon discovery of the error. After the tenth week of fall or spring and the fifth week of summer, a *Graduate Student Petition* form must accompany this form.

Dropping Courses After the Deadline

There are various deadlines for dropping courses, and each have different procedures. All drops after the second week of fall and spring and the first week of summer receive a W. Consult grad.uic.edu/?pid=1000033 for summer session I (four week) deadline. NOTE: There is no reduction of charges if dropping after the second week (first week in summer) while remaining in at least one other class.

Dropping all courses through the official tenth day (fifth day in summer) of the term

You must drop all but your last class using the online registration system. The system will not allow you to drop the last class. Select the "Withdraw from Term/Cancel Registration" link on the *Registration* menu to notify the Office of Registration and Records of your intent to withdraw from the last class. If this is done before the official first day of classes, you will receive a 100 percent refund. Consult the Office of Admissions and Records website for complete information and the refund percentage for once classes begin.

Dropping all courses after the official tenth day (fifth day in summer) of the term and through the last business day before the designated final exam period

Complete a *University Withdrawal* form and obtain signatures from your director of graduate studies (except nondegree students), International Services if on a visa, and the Graduate College. A pro-rata reduction of tuition may apply. Withdrawals will not be approved once the final exam period (the official week for final exams in fall and spring, or the last two days of summer session) has begun. Consult the Office of Admissions and Records website for complete information.

Dropping a course while remaining in other courses

With advisor approval, students may drop courses online through the second week of fall or spring and the first week of summer. To drop a course in weeks three through ten (two through five in summer) degree-seeking students, and nondegree students assigned to a program, must complete a *Graduate College Registration Revision Form*, obtain signature approval from the director of graduate studies of the student's program (not the department of the course), and submit the form to the Office of Registration and Records in SSB immediately and no later than the end of the tenth week (fifth in summer). Unassigned nondegree students only need to complete the form (no approval required) and submit to the Office of Registration and Records as stated directly above. For any attempted drop after the tenth week of fall and spring and the fifth week of summer, students need to submit a completed *Graduate College Registration Revision Form* (unless dropping all courses—see above) and a *Graduate Student Petition*. Approval is not guaranteed.