

**CAPITAL UNIVERSITY LAW SCHOOL**

**CHANGE IN REGISTRATION FORM**

If this request will impact your online registration for the upcoming semester, it must be received in the Office of Records and Registration at least a week prior to your scheduled time to register.

**STUDENT INFORMATION**

Name \_\_\_\_\_ ID # \_\_\_\_\_  
 Email \_\_\_\_\_ @law.capital.edu Phone # \_\_\_\_\_  
 Current Division \_\_\_\_\_ Program \_\_\_\_\_

**1. CHANGE FROM ONE DIVISION TO ANOTHER**

<u>FOR SEMESTER (YEAR):</u>	<u>CHANGE FROM:</u>	<u>CHANGE TO:</u>	<b>NOTES</b>
Fall 20_____	<input type="checkbox"/> Day	<input type="checkbox"/> Day	
Spring 20_____	<input type="checkbox"/> Evening	<input type="checkbox"/> Evening	
Summer 20_____	<input type="checkbox"/> Part-time Day	<input type="checkbox"/> Part-time Day	

**2. CREDIT LIMIT EXCEPTION (DAY STUDENTS ONLY)**

FT day students may register for up to 16 credits without permission, max is 17. PT students may take up to 11 hours .

Current GPA \_\_\_\_\_ Semester/Year \_\_\_\_\_ List classes you intend to take: \_\_\_\_\_

**3. CHANGE GRADUATION DATE**

From (Semester/Year): \_\_\_\_\_ To (Semester/Year): \_\_\_\_\_

**4. REGISTER FOR A CLASS OUTSIDE MY DIVISION DUE TO CONFLICT**

Courses that conflict (name and section): \_\_\_\_\_  
Course to be taken outside of division: \_\_\_\_\_

**5. REQUEST TO POSTPONE TAKING A REQUIRED COURSE**

Course Name \_\_\_\_\_ Delay to Semester/Year \_\_\_\_\_

Justification for each request (attach paper if you need more room): \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**CHANGE IN:**  Grad Date  Student Type  Class Level  Other

NOTES:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notified Student:  Email  Mailbox  Phone  In person  Memo/Letter Name of ORR Employee \_\_\_\_\_

**\*DISCLAIMER FROM FINANCIAL AID\***

**Financial Aid:** A student who changes registration may be required to return all or a portion of the federal aid accepted.  
**Veterans:** The Financial Aid Office will report changes to credit hours and tuition to the VA. You will be responsible for returning any funds received for dropped courses.