



REQUEST for a CHANGE of REGISTRATION

RRREG

Loyola University Chicago, Registration and Records
820 N. Michigan STE 510, Chicago, Illinois 60611
(ph) 312-915-7221 ~ (fax) 312-915-6452
www.luc.edu/regrec

This form must be given to the student's dean for submission to the Office of Registration & Records. This request will be processed only if it comes directly from the student's dean.

Student Name: _____ Today's Date: _____
 LUC Student ID #: _____ Student's email: _____@luc.edu
 Academic Career (Ugrd, Grad, Law, etc.): _____ Program (School): _____
 TERM: Fall Winter Spring Summer YEAR taken: _____ (or 4 numeral term code)
 Action Date: _____

Note: The action date is the date on which this change of registration is effective. In the majority of cases this should be the date this form is submitted. Only if warranted may this action be back-dated. Tuition assessment and academic marks are determined by the effective date.

I, (Dean's initials) _____ have informed the student that a change in registration status may impact financial aid (distributed or undistributed), tuition charges, and academic marks (W, etc.).

___ **Emergency Withdrawal:** I (Dean's initials) _____ confirm that the student was approved for this complete emergency withdrawal effective the action date listed above. Grade(s) of WE will post unless action date determines otherwise.

DROP					SWAP	ADD				
Drop Class Number	Subject	Course Number	Section Number	Term Hours	"X" if a Swap	Add Class Number	Subject	Course Number	Section Number	Term Hours

INDICATE HERE BY CHECKING THIS BOX IF THIS IS A COMPLETE WITHDRAWAL FROM LOYOLA UNIVERSITY CHICAGO FOR THIS TERM

Comments (Reasons **must be provided** if this action is back-dated)-submit in body of email if additional space is needed:

Dean's Approval (type full name): _____ Date: _____

Submit this form to: ADMCHGREG@luc.edu

Please enter the student name on the Subject line.

FERPA Notice: The information contained in this form is a part of the student's education record and is not to be shared with anyone who does not have a legitimate educational interest in the student's record. This form, and any copies thereof, should be destroyed one year after the date of submission.