



|                            |
|----------------------------|
| <b>For Office Use Only</b> |
| Process Date _____         |
| Initials _____             |

## Registration Form

### Add/Drop/Audit

|                  |                   |           |                          |                       |
|------------------|-------------------|-----------|--------------------------|-----------------------|
| <b>LAST NAME</b> | <b>FIRST NAME</b> | <b>MI</b> | <b>STUDENT ID NUMBER</b> | <b>TERM</b>           |
| <b>ADVISOR:</b>  |                   |           | <b>ADVISOR PIN:</b>      | <b>ATHLETE</b><br>Yes |

| <b>COURSE ADDS</b> |                |     |   |                      |      |        |
|--------------------|----------------|-----|---|----------------------|------|--------|
| CRN                | COURSE/<br>NUM | SEC | REASON  | INSTRUCTOR SIGNATURE | DATE | AUDIT? |
|                    |                |     | Time Conflict Override<br>Max Capacity Override |                      |      |        |
|                    |                |     | Time Conflict Override<br>Max Capacity Override |                      |      |        |
|                    |                |     | Time Conflict Override<br>Max Capacity Override |                      |      |        |
|                    |                |     | Time Conflict Override<br>Max Capacity Override |                      |      |        |
|                    |                |     | Time Conflict Override<br>Max Capacity Override |                      |      |        |
|                    |                |     | Time Conflict Override<br>Max Capacity Override |                      |      |        |
|                    |                |     | Time Conflict Override<br>Max Capacity Override |                      |      |        |
|                    |                |     | Time Conflict Override<br>Max Capacity Override |                      |      |        |
|                    |                |     | Time Conflict Override<br>Max Capacity Override |                      |      |        |

| <b>COURSE DROPS</b> |            |     |
|---------------------|------------|-----|
| CRN                 | COURSE/NUM | SEC |
|                     |            |     |
|                     |            |     |
|                     |            |     |
|                     |            |     |
|                     |            |     |

|                                     |      |
|-------------------------------------|------|
| STUDENT SIGNATURE                   | DATE |
| ADVISOR SIGNATURE                   | DATE |
| FAR SIGNATURE (Athlete Drops Only*) | DATE |

| <b>COMPLETE WITHDRAW ONLY</b> |      |
|-------------------------------|------|
| BUSINESS OFFICE SIGNATURE     | DATE |

**WebREG is available for all schedule changes for the first week of term. See BELOW for Required Signatures and a Schedule Planner. Starting week 3, withdrawing will result in a 'W' on your transcript.**

**Need help?** *Klamath Falls Campus*, visit the Registrar's Office, call (541) 885-1300, or e-mail registrar@oit.edu  
*Portland-Metro Campus*, call (503) 821-1250 or email pmregistrar@oit.edu

| <b>Required Signatures</b>  |  |                          |                                      | <b>WebREG</b>      |
|---|--|--------------------------|--------------------------------------|--------------------|
|   | <b>Instructor Signature</b>                | <b>Advisor Signature</b> | <b>FAR Signature (Athletes ONLY)</b> | <b>Advisor PIN</b> |
| Initial Registration  | NO   | NO**                     | NO                                   | YES                |
| Add/Drop before term begins   | NO   | NO                       | NO                                   | YES                |
| Add/Drop during first week of term (space available basis only)   | NO   | NO                       | NO                                   | YES                |
| Add to closed/full class, any time  | YES  | YES<br>After first week  | NO                                   | YES                |
| Add after first week of term  | YES  | YES                      | YES                                  | CLOSED             |
| Drop after first week of term   | NO   | YES                      | YES                                  | CLOSED             |
| Switch class or lab section/time after first week   | YES  | NO                       | NO                                   | CLOSED             |
| Add/drop different courses, no credit change, after first week  | YES<br>For Add Only                        | YES                      | YES                                  | CLOSED             |
| Drop an Online course after first week of term  | NO   | YES                      | YES                                  | CLOSED             |
| Audit a course  | YES  | NO                       | YES                                  | N/A***             |
| Complete Withdrawal after first week  | Signature from Business Office <b>Only</b> |                          | YES                                  | CLOSED             |
| <p><b>*Student Athletes</b> – To drop a course, the Faculty Athletic Representative’s (FAR’s) signature is required in addition to the other required signatures outlined above.</p> <p>**Advisor signature is required if you do not have your Advisor PIN.</p> <p>***Course Audit is not available on WebREG. To Audit a course, you must have the instructor’s signature and submit this form to the Registrar’s Office.</p> |  |                          |                                      |                    |

### Schedule Planner

| CRN                       | COURSE | SEC | CREDITS | MON | TUE | WED | THU | FRI |
|---------------------------|--------|-----|---------|-----|-----|-----|-----|-----|
|                           |        |     |         |     |     |     |     |     |
|                           |        |     |         |     |     |     |     |     |
|                           |        |     |         |     |     |     |     |     |
|                           |        |     |         |     |     |     |     |     |
|                           |        |     |         |     |     |     |     |     |
|                           |        |     |         |     |     |     |     |     |
|                           |        |     |         |     |     |     |     |     |
|                           |        |     |         |     |     |     |     |     |
| <b>TOTAL CREDIT HOURS</b> |        |     |         |     |     |     |     |     |