



For Office Use Only	
Process Date _____	
Initials _____	

Registration Form Add/Drop/Audit/Withdraw

LAST NAME	FIRST NAME	MI	STUDENT ID NUMBER	TERM

ADVISOR:	ADVISOR PIN:
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A	CRN	COURSE/ NUM	SEC	REASON	INSTRUCTOR SIGNATURE	DATE	AUDIT?
				<input type="checkbox"/> Time Conflict Override <input type="checkbox"/> Max Capacity Override			<input type="checkbox"/>
D				<input type="checkbox"/> Time Conflict Override <input type="checkbox"/> Max Capacity Override			<input type="checkbox"/>
D				<input type="checkbox"/> Time Conflict Override <input type="checkbox"/> Max Capacity Override			<input type="checkbox"/>
S				<input type="checkbox"/> Time Conflict Override <input type="checkbox"/> Max Capacity Override			<input type="checkbox"/>
				<input type="checkbox"/> Time Conflict Override <input type="checkbox"/> Max Capacity Override			<input type="checkbox"/>
				<input type="checkbox"/> Time Conflict Override <input type="checkbox"/> Max Capacity Override			<input type="checkbox"/>
				<input type="checkbox"/> Time Conflict Override <input type="checkbox"/> Max Capacity Override			<input type="checkbox"/>
				<input type="checkbox"/> Time Conflict Override <input type="checkbox"/> Max Capacity Override			<input type="checkbox"/>

A	CRN	COURSE/ NUM	SEC	INSTRUCTOR SIGNATURE	DATE
D					
R					
O					
P					
S					

COMPLETE WITHDRAW ONLY	
BUSINESS OFFICE SIGNATURE	DATE

STUDENT SIGNATURE DATE

ADVISOR SIGNATURE DATE

You can use WebREG for all schedule changes through the first week of term. See BACK for Required Signatures and a Schedule Planner.

Need help? On the Klamath Campus, you can stop by the Registrar's Office, call (541) 885-1300 or e-mail registrar@oit.edu
 Going to one of the Portland campuses? *Portland East*: call (503) 821-1250, *Portland West*: call (503) 821-1275, or email portland@oit.edu

You can drop the 1st and 2nd week of term with no record. Starting the 3rd week, withdrawing will result in a 'W.'

Required Signatures

Traditional Registration in Registrar's Office			WebREG
	Instructor Signature	Advisor Signature*	Advisor PIN
Initial Registration	NO	YES	YES
Add/Drop before term begins	NO	NO	YES
Add/Drop during first week of term (space available basis only)	NO	NO	YES
Add/Drop after first week of term	YES	YES	CLOSED
Add to closed/full class, any time	YES	After first week of term	CLOSED
Switch class or lab section/time after first week	YES	NO	CLOSED
Complete Withdrawal after first week	Signature from Business Office Only		CLOSED

*Students on academic probation are required to obtain an advisor's signature for ALL registrations, adds, and drops. Non-admit students are not required to obtain advisor's signature.

Schedule Planner

CRN	COURSE	SEC	CREDITS	MON	TUE	WED	THU	FRI
TOTAL CREDIT HOURS								