Oregon TECH

Registration Form
Add/Drop/Audit/Withdraw

LAST NAME	FIRST NAME	MI	STUDENT ID NUMBER	TERM
ADVISOR:			**ADVISOR PIN:**	**ATHLETE** Yes ☐

COURSE ADDS

CRN	COURSE/ NUM	SEC	REASON	INSTRUCTOR SIGNATURE	DATE	AUDIT?
			☐ Time Conflict Override ☐ Max Capacity Override			☐
			☐ Time Conflict Override ☐ Max Capacity Override			☐
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			☐ Time Conflict Override ☐ Max Capacity Override			☐
			☐ Time Conflict Override ☐ Max Capacity Override			☐

COURSE DROPS

CRN	COURSE/ NUM	SEC

_____
STUDENT SIGNATURE   **DATE**

_____
ADVISOR SIGNATURE   **DATE**

_____
FAR SIGNATURE (Athlete Drops Only*)   **DATE**

COMPLETE WITHDRAW ONLY	
BUSINESS OFFICE SIGNATURE	DATE

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

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

Required Signatures				WebREG
	Instructor Signature	Advisor Signature	FAR Signature (Athletes ONLY)	Advisor PIN
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 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 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 **Only**		YES	CLOSED

Student Athletes – To drop a course, the Faculty Athletic Representative's (FAR's) signature is required in addition to the other required signatures outlined above.

**Advisor signature is required if you do not have your Advisor PIN.

***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.

Schedule Planner

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