RTF-EZ

REGISTRATION TRANSACTION FORM

THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

STUDENTS SHOULD RETURN THIS FORM IN PERSON TO THE STUDENT SERVICES HUB, OR EMAIL TO REGISTRAR@GWU.EDU

Use the RTF-EZ form if:

- the registration error is for instructor/department approval, pre-requisites/restrictions, or to enroll over the course limit (when there is no waitlist option for the course)
- the request is for the current term or a future term during general registration;
- if adding a course, it is before the end of the 4th week of classes in a fall or spring term, or before the end of the 2nd week of classes in summer; and
- if withdrawing from a course, it is before the end of the 10th week of classes in a fall or spring term, or before the end of the 4th week of classes in summer.

TERM

DATE: _____

- ☐ **SPRING** _____
- ☐ **SUMMER** _____
- ☐ **FALL** _____

GWID _____

NAME _____

LAST FIRST MI

REGISTER/ADD

A student is not guaranteed enrollment in any course until the request is approved and processed. Confirmation of enrollment may be viewed through GWeb. This form cannot be used to register for a class that has a waitlist. Students will be added to the waitlist and if offered a seat, must then register through GWeb.

CRN	SUBJ	CRSE	SEC	COURSE TITLE	INSTRUCTOR/DEPT APPROVAL

DROP/WITHDRAW

Students should be aware that dropping or withdrawing from a course may have an impact upon eligibility for athletic participation, campus housing, or financial aid. International students need to be particularly aware of the enrollment requirements associated with their visa. Students are advised to consult with their advisor or the appropriate office before requesting a course drop or withdrawal.

CRN	SUBJ	CRSE	SEC	COURSE TITLE

I request that the above action be performed. I understand and acknowledge that the forgery, unauthorized alteration or unauthorized use of any University document is considered non-academic dishonesty under the Code of Student Conduct, and such misconduct is subject to disciplinary action.

_____

STUDENT SIGNATURE

ADMIN USE ONLY

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INITIALS/DATE